SERVASPORT

LGFA

LADIES GAELIC FOOTBALL

Online Registration PayPal Manual

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1.1 Getting started

PayPal is a payment gateway which makes it easy for you to safely transact money on the internet.

It can be used like a current bank account to make everyday payments.

This document takes you through how to set up a PayPal account and how to make sure you can use it to pay your fees.

Throughout the document there will be sections like this: '*Important Note*'
Please make sure you read these sections carefully as they provide additional information which is important to the setting up process

All UK & Ireland members must complete sections 1.1 – 1.3 of this document. From section 1.4 there are different processes depending on whether you have a Northern Ireland/UK or Ireland PayPal account. Please see section 1.1 if you are unsure which account you have

For Ireland PayPal account holders please read from section 1.1-1.3 & 1.4 -1.9

For Northern Ireland/UK PayPal account holders please read from section 1.1 – 1.3 & 2.1 – 2.6

If at any time you need further assistance, please phone PayPal on the numbers below

PayPal Contact Numbers:

UK 08003687141

ROI 1890943771

EMAIL business-support@paypal.co.uk

1.2 Accessing PayPal website

To set up PayPal you must have access to the internet and use links below to access the PayPal website.

There are two separate types of PayPal accounts depending on where you are based.

Clubs based in Northern Ireland must set up a UK PayPal account.

Clubs based in Ireland must set up an Ireland PayPal account.

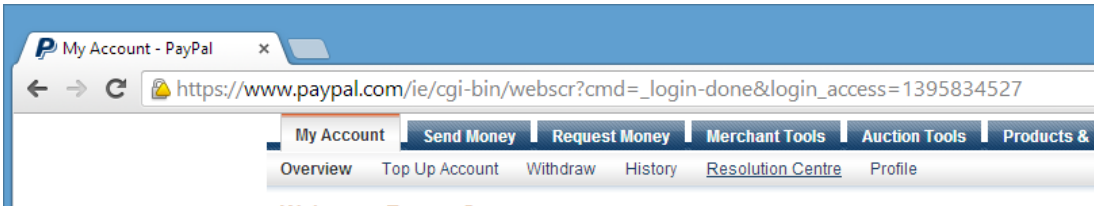
PayPal will not recognise Northern Ireland addresses in a PayPal Ireland account and vice versa.

For Ireland based - please use this link to access PayPal
https://www.paypal.com/ie/cgi-bin/webscr?cmd=_registration-run-validated&account_type=2&country=IE&cid=MNNM8EKRBVSSE4HJ

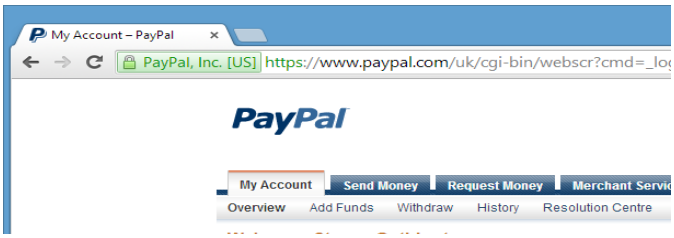
For Northern Ireland based – please use this link to access PayPal
https://www.paypal.com/uk/cgi-bin/webscr?cmd=_registration-run-validated&account_type=2&country=GB&cid=M7VEWW9SKPP3M8GN

If you have already set up your account and are unsure of how to tell if you have a UK or Ireland account, just have a look at the address bar when you are in your PayPal account.

For Ireland PayPal accounts it should begin https://www.paypal.com/ie



For UK PayPal account it should begin https://www.paypal.com/uk



Important Note

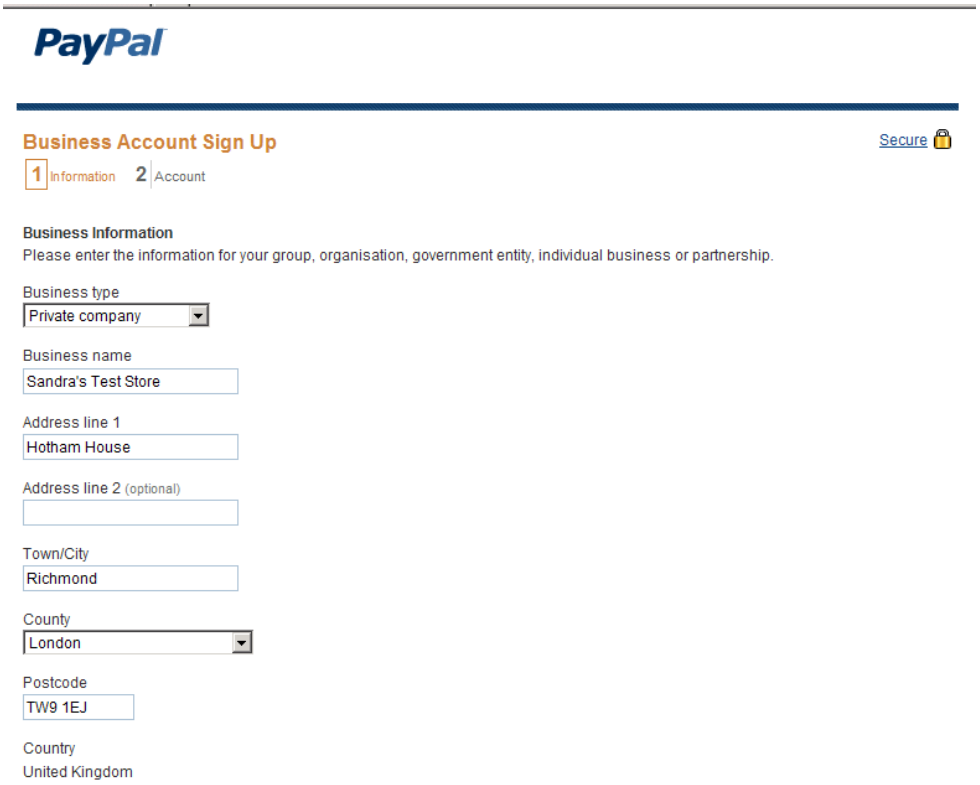
PayPal accounts must be set up using these links. These links are specially set up to allow PayPal to identify all members of the LGFA. If these links are not used your account will not be identified as LGFA and this may affect your PayPal experience

If you have set up your account outside of these links, or you already have an existing PayPal account, please contact PayPal. PayPal contact details are at the start of the document.

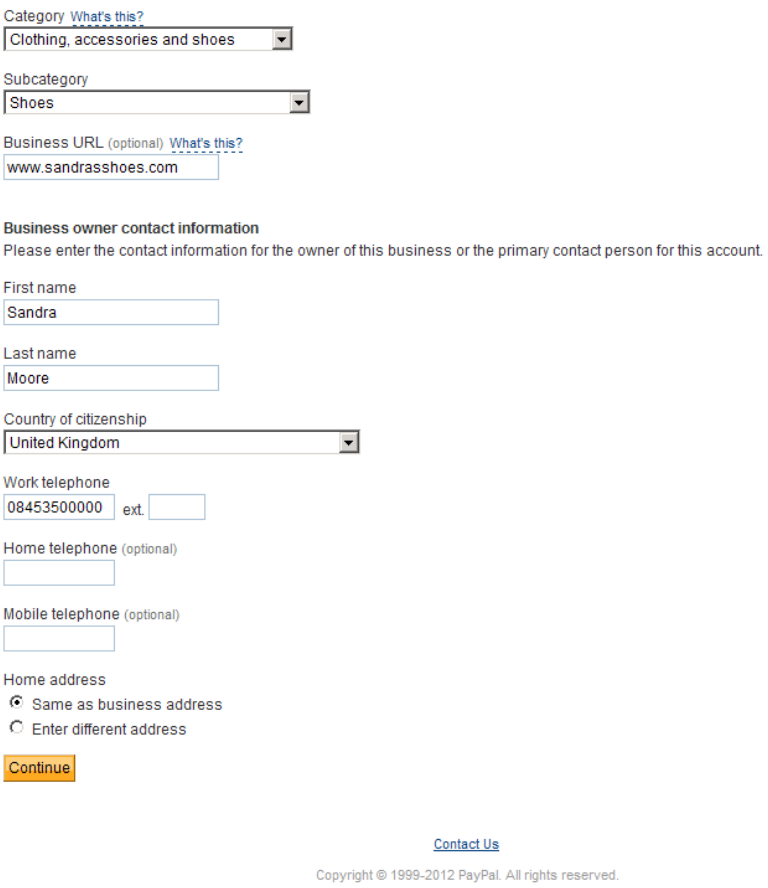
Click the link and continue to section 1.2

1.3 How to open a PayPal account for your charity

All LGFA PayPal accounts are to be set up as business charity accounts.



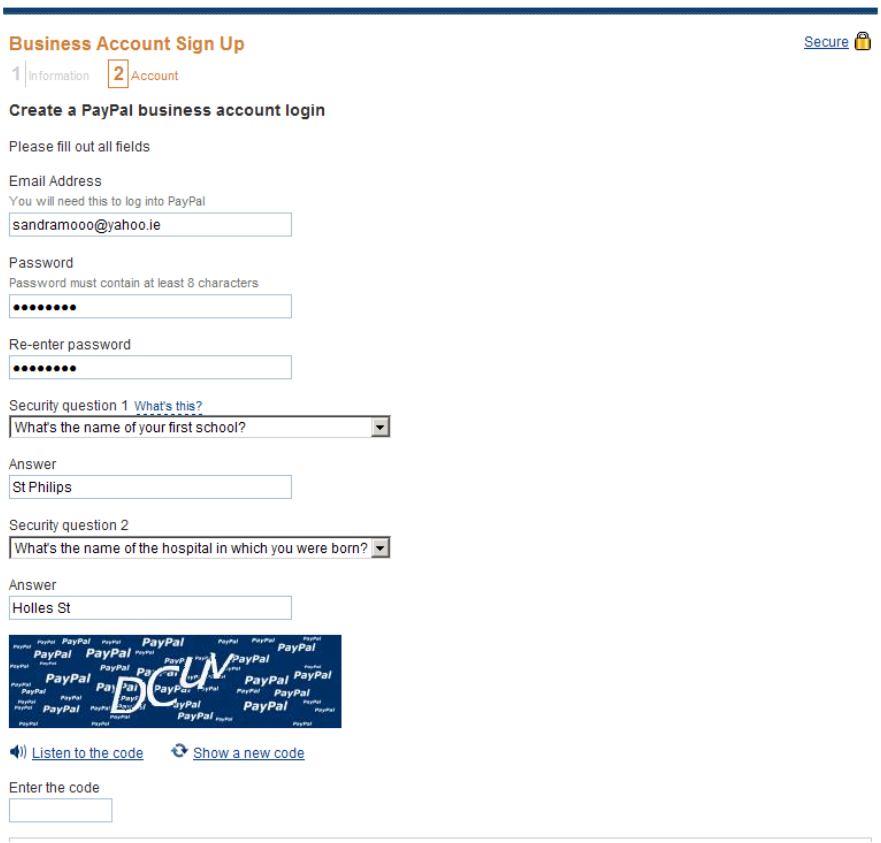
- For **Business Type** select charity non profit
- For **Business Name** will be the name of your club
- **Address'** should be the registered address of the business. Home address' are not needed.



- **Account owner name** this is the person who will take ownership of the account permissions on behalf of the business i.e this could be your Club Treasurer.

- For **Name** please ensure your name is added exactly as it shows on your photographic identification

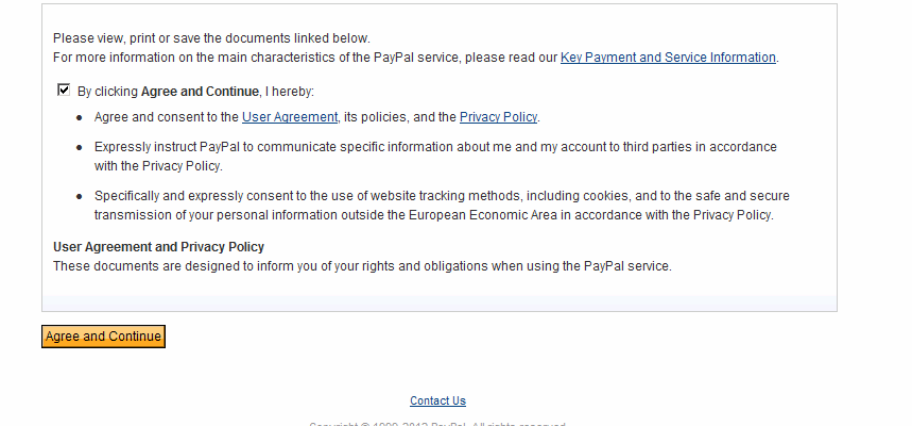
Once completed please click **Continue** and the following screen will appear



- Enter the **email address** for which your payments will be sent i.e. paypal@yourcompanyname. co.uk

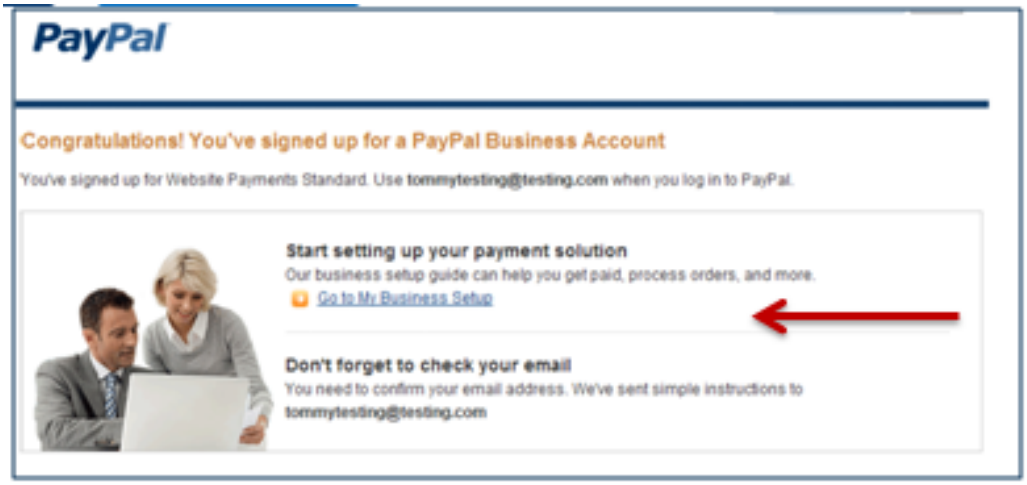
This will most likely be the Club Treasurer email address, not a personal email address

Please remember this address will be visible and used by paypal for all payment notifications.

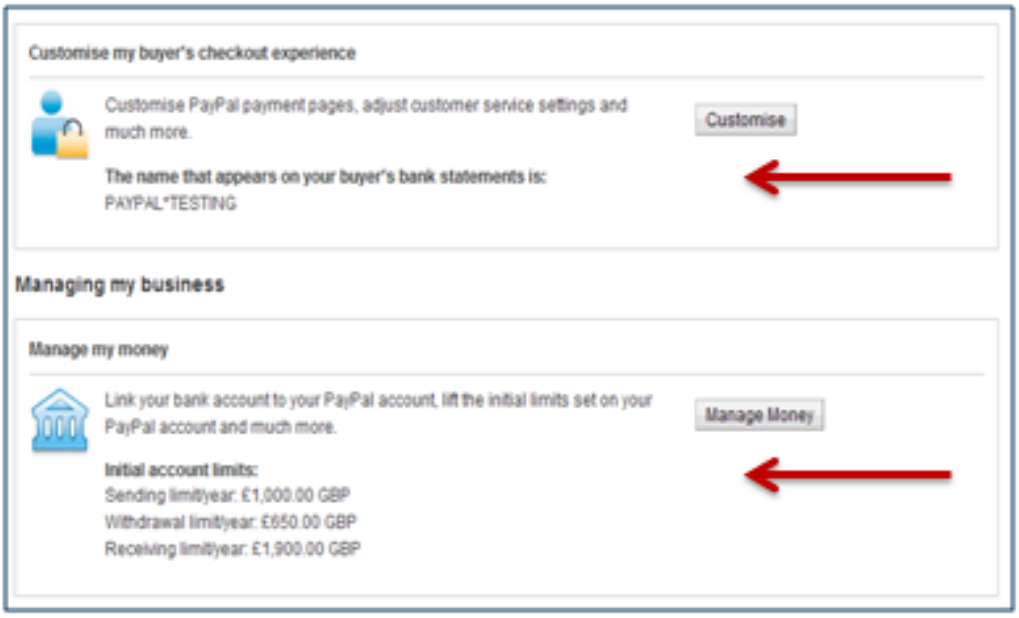

Please view, print or save the documents linked below.
For more information on the main characteristics of the PayPal service, please read our Key Payment and Service Information.
By clicking Agree and Continue, I hereby:
Agree and consent to the User Agreement, its policies, and the Privacy Policy.
Expressly instruct PayPal to communicate specific information about me and my account to third parties in accordance with the Privacy Policy.
Specifically and expressly consent to the use of website tracking methods, including cookies, and to the safe and secure transmission of your personal information outside the European Economic Area in accordance with the Privacy Policy.
User Agreement and Privacy Policy
These documents are designed to inform you of your rights and obligations when using the PayPal service.
Agree and Continue
Contact Us

Please tick the **Terms and Conditions** box and then click **Agree and Continue**

Congratulations you have taken the first steps in setting up a PayPal account. There are few more steps to take to get your PayPal account ready to make payments.


PayPal
Congratulations! You've signed up for a PayPal Business Account
You've signed up for Website Payments Standard. Use tommytesting@testing.com when you log in to PayPal.
Start setting up your payment solution
Our business setup guide can help you get paid, process orders, and more.
Go to My Business Setup
Don't forget to check your email
You need to confirm your email address. We've sent simple instructions to tommytesting@testing.com

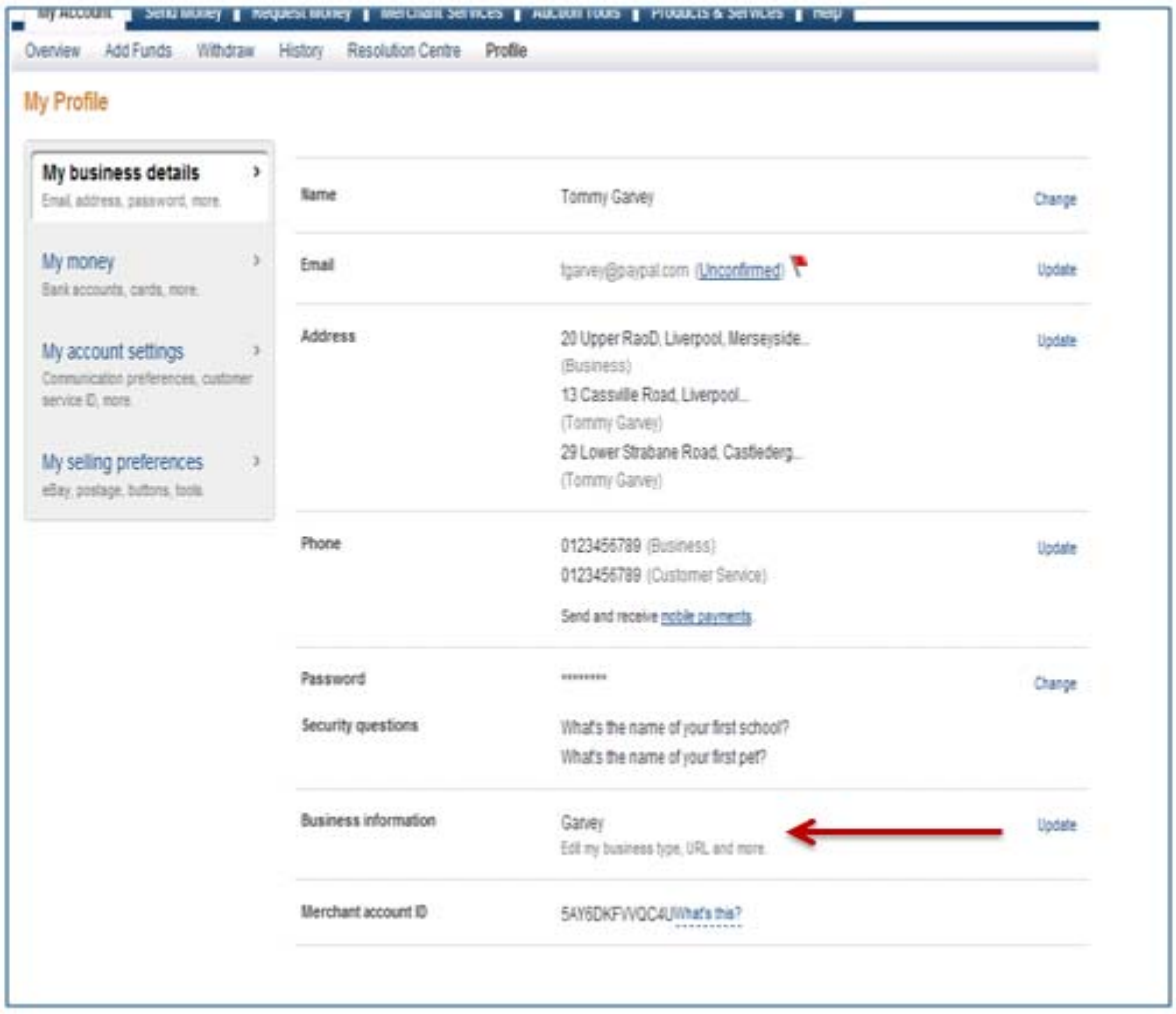
please follow the link to 'my business setup' to complete the business information page. **See section 1.4**


Customise my buyer's checkout experience
Customise PayPal payment pages, adjust customer service settings and much more.
Customise
The name that appears on your buyer's bank statements is:
PAYPAL*TESTING
Managing my business
Manage my money
Link your bank account to your PayPal account, lift the initial limits set on your PayPal account and much more.
Manage Money
Initial account limits:
Sending limit/year: £1,000.00 GBP
Withdrawal limit/year: £650.00 GBP
Receiving limit/year: £1,900.00 GBP

•here you can customise what name appears on your customer bank statements i.e. your club name

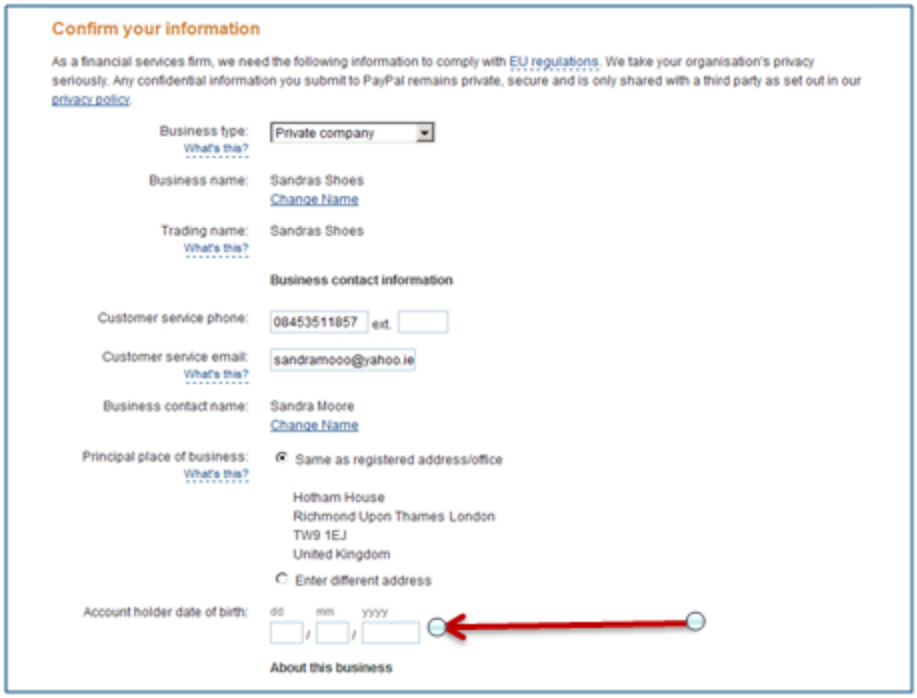
here you can register your funding details please see Important **See Section 1.5**

1.4 Business Information

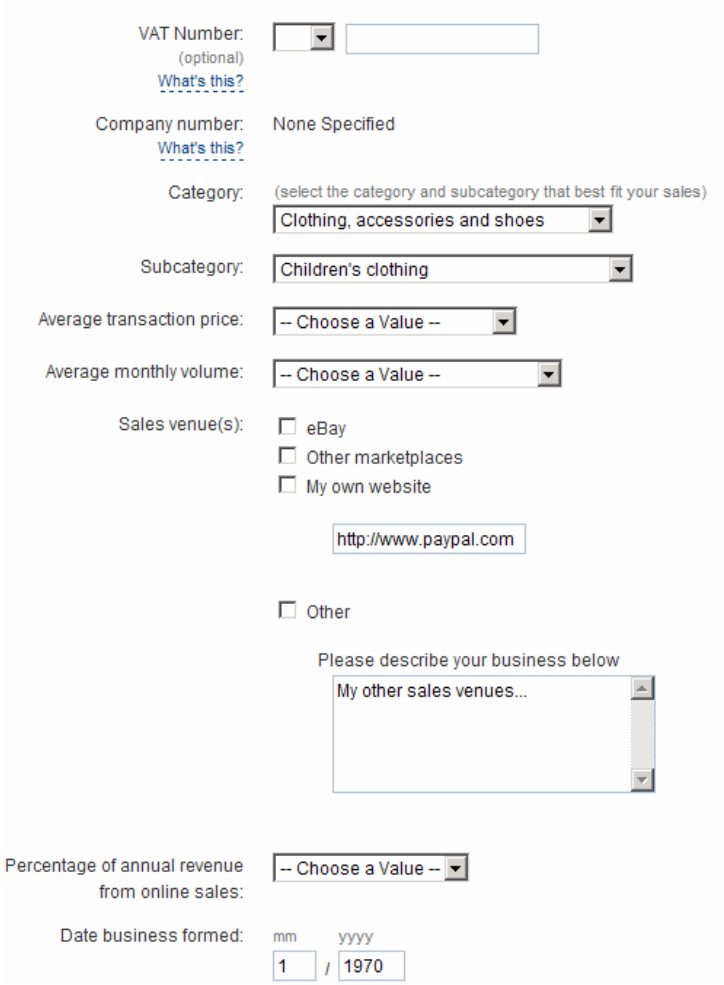


- click 'profile' near the top of the page.
- click 'update' in the 'business information' section, then click ‘edit’ (see screenshot below)
- scroll to the bottom of the page and click ‘edit’ to update your business information.

Board of directors
What's this?
None Specified
Edit
Cancel
Mobile | Mass Pay | About Us | Account Types | Fees | Privacy | Safety Advice | Contact Us | Legal Agreements | Developers | Gift Vouchers
Copyright © 1999-2012 PayPal. All rights reserved.



- Review the information already populated and amend where necessary. Please enter account holders date of birth.



- review information already on screen and add the requested additional information

  •**vat number** – not necessary for your club

  •**company number** – not necessary for your club

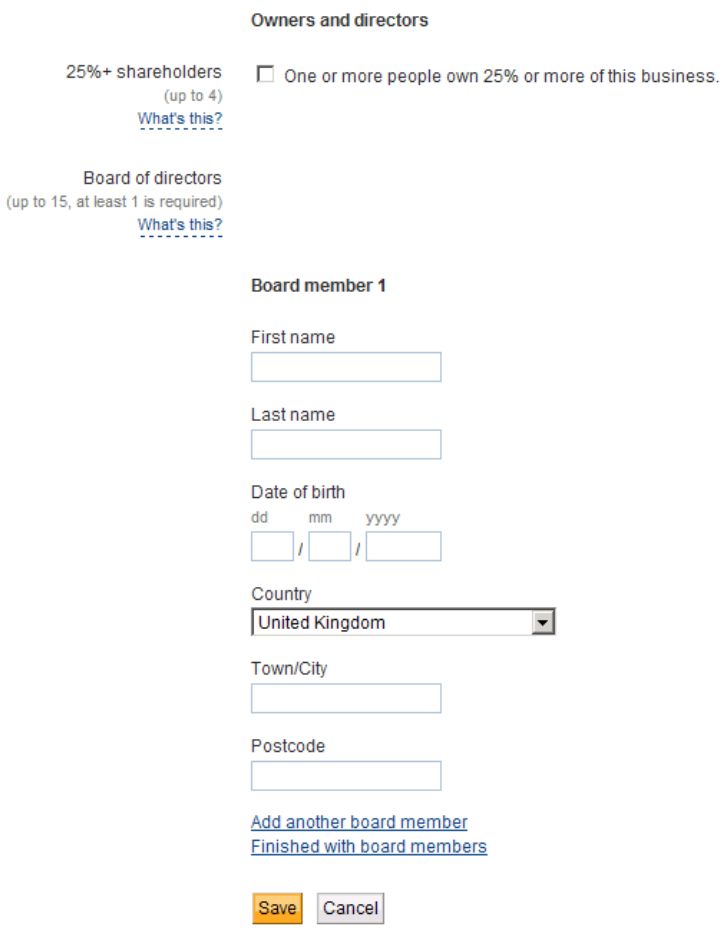
  •**average transaction price -** estimate of registration fees your PayPal account will process

  •**average monthly volume –** relates to the amount of clubs/counties/provinces from whom you will be receiving payment

  •**sales venue –** Other **– Description** Registration Fees for Charity

  •**% of online sales** – no online sales

  •**date business formed –** Club set up date



- Confirm if any individual owns more than 25% of the business.
- Add all board of director members as this information is a compliance regulation. This will most likely be your Chairperson
- If company has more than one director complete the details and then click 'add another board member' until all directors are listed
- When completed click 'save'

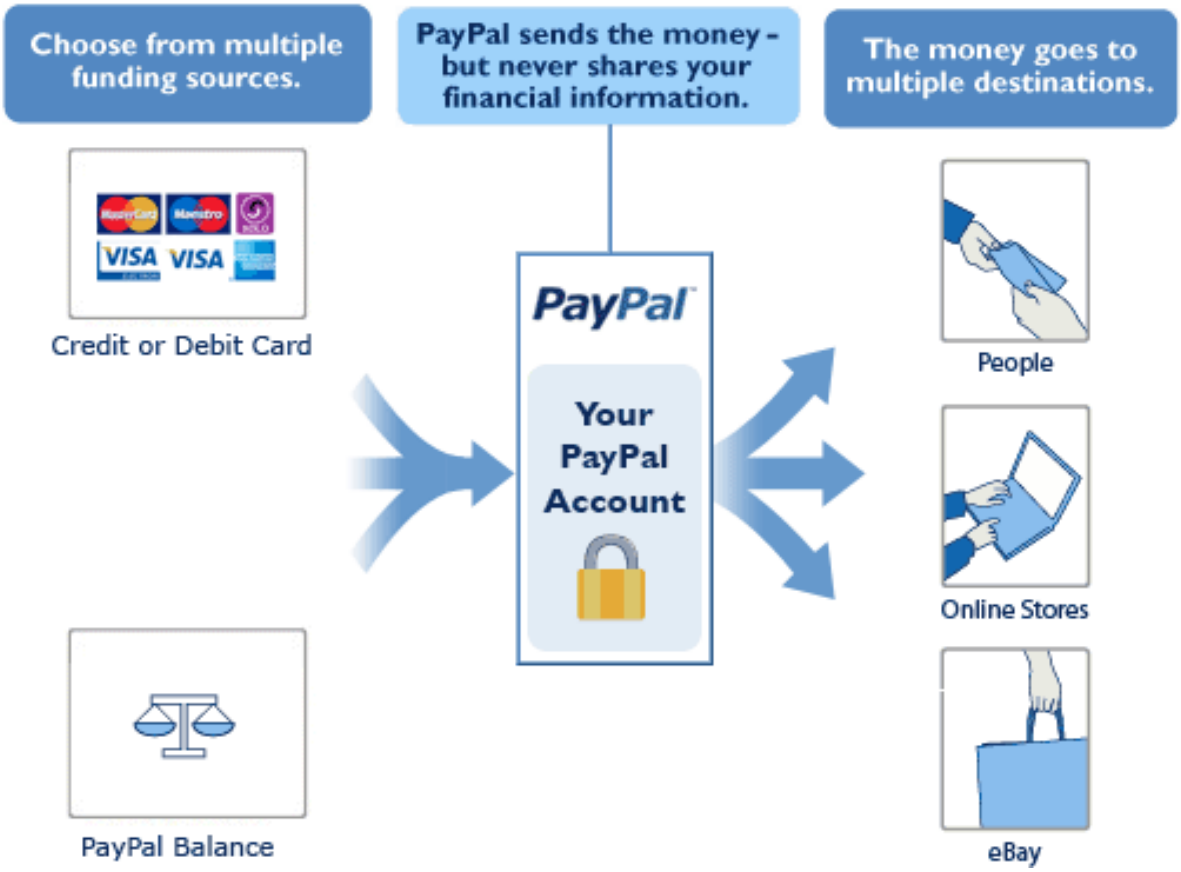
Important Note

The following sections cover setting up a funding source and further PayPal set processes. There are different processes depending on whether you have a Northern Ireland/UK or Ireland PayPal account. Please see section 1.1 if you are unsure which account you have

For Ireland PayPal account holders please read from section 1.5
For Northern Ireland/UK PayPal account holders please read from section 2.1

1.5 Ireland PayPal account

Your PayPal account has two options available for processing payment: Paypal Balance and Credit/Debit Card.



Credit/Debit card
This would be the credit/debit card associated with the bank account that you want the funds to be withdrawn from.

PayPal balance
Your PayPal balance is similar to a current account and can be used in the same manner

You can transfer funds to your Paypal account from your bank account in a similar way to how you move funds between your savings account and your current account.

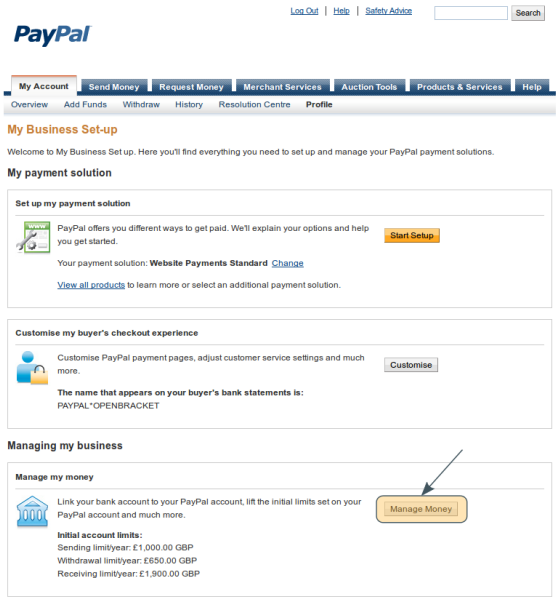
Once you have a balance in PayPal any payments processed via Paypal will be deducted from your Paypal balance.

The following steps take you setting up either a Credit/Debit card or a PayPal balance

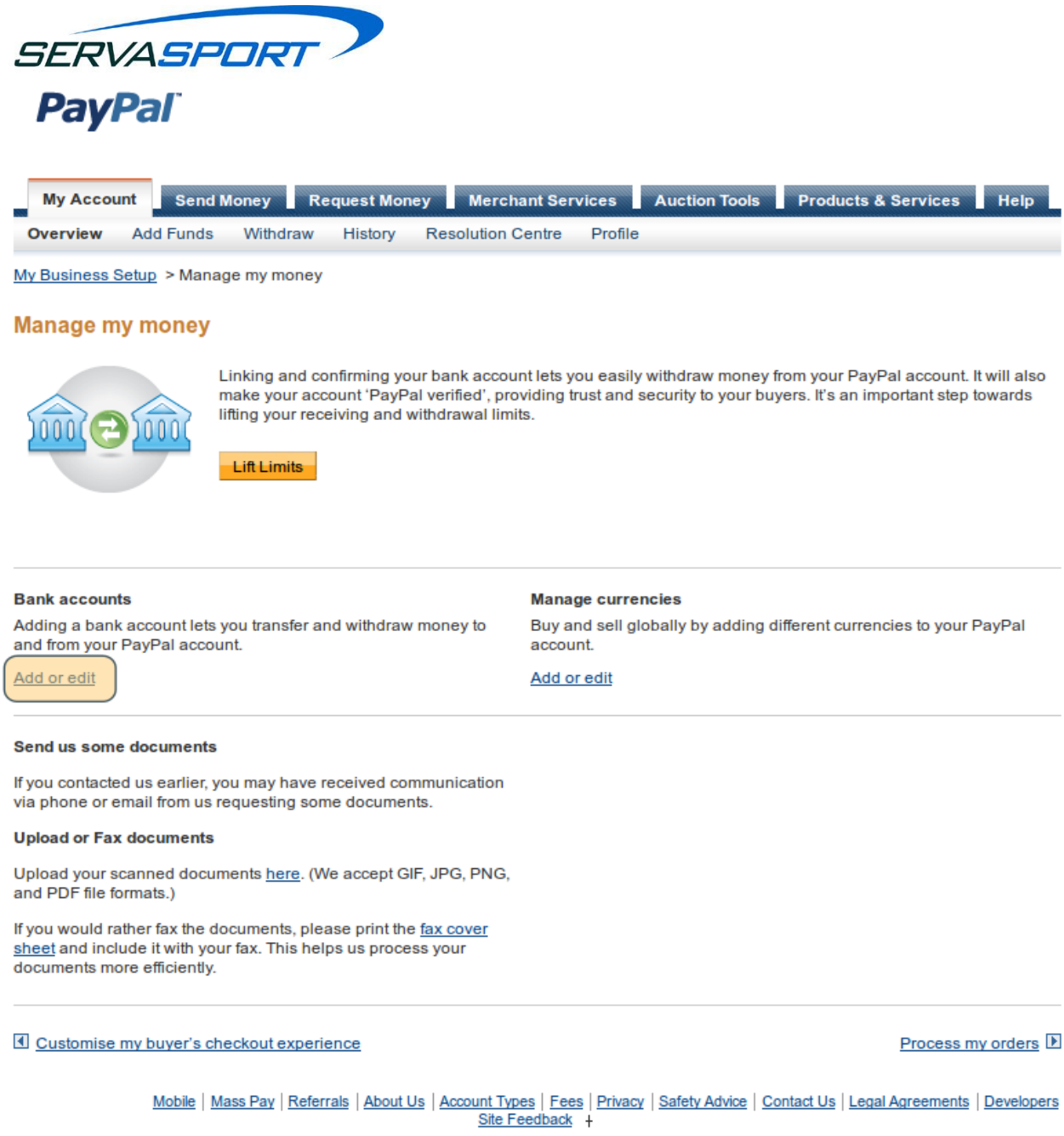
However, you must also link your bank account to your Paypal account. You need to do this for two reasons: 1) to **verify** your account for security reasons and 2) a way for you to withdraw money

1.4 Setting up a Bank account

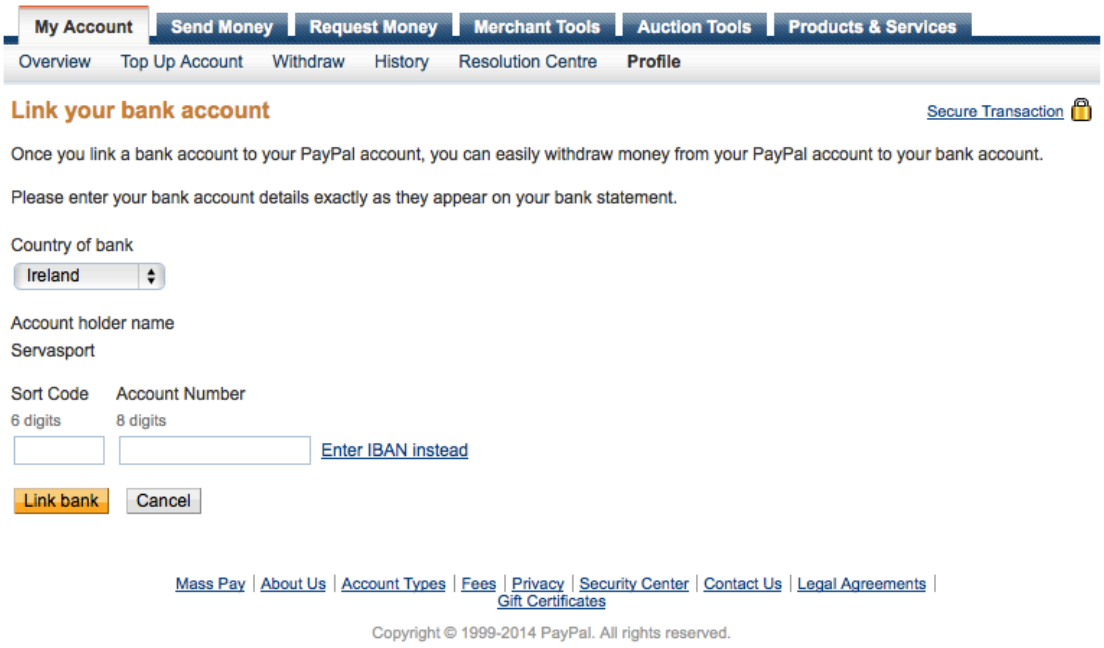
After you have set up your PayPal account you need to link your bank account. Click on the Manage Money tab as highlighted below.


Log Out | Help | Safety Advice
Search
PayPal
My Account
Send Money
Request Money
Merchant Services
Auction Tools
Products & Services
Help
Overview
Add Funds
Withdraw
History
Resolution Centre
Profile
My Business Set-up
Welcome to My Business Set up. Here you'll find everything you need to set up and manage your PayPal payment solutions.
My payment solution
Set up my payment solution
PayPal offers you different ways to get paid. We'll explain your options and help you get started.
Start Setup
Your payment solution: Website Payments Standard Change
View all products to learn more or select an additional payment solution.
Customise my buyer's checkout experience
Customise PayPal payment pages, adjust customer service settings and much more.
Customise
The name that appears on your buyer's bank statements is:
PAYPAL*OPENBRACKET
Managing my business
Manage my money
Link your bank account to your PayPal account, lift the initial limits set on your PayPal account and much more.
Manage Money
Initial account limits:
Sending limit/year: £1,000.00 GBP
Withdrawal limit/year: £650.00 GBP
Receiving limit/year: £1,900.00 GBP

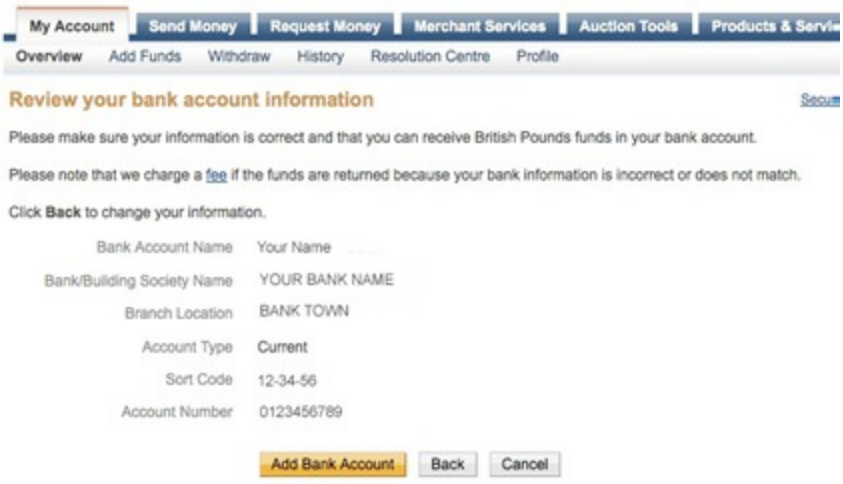
You will see the following screen:


My Account
Send Money
Request Money
Merchant Services
Auction Tools
Products & Services
Help
Overview
Add Funds
Withdraw
History
Resolution Centre
Profile
My Business Setup > Manage my money
Manage my money
Linking and confirming your bank account lets you easily withdraw money from your PayPal account. It will also make your account 'PayPal verified', providing trust and security to your buyers. It's an important step towards lifting your receiving and withdrawal limits.
Lift Limits
Bank accounts
Adding a bank account lets you transfer and withdraw money to and from your PayPal account.
Add or edit
Manage currencies
Buy and sell globally by adding different currencies to your PayPal account.
Add or edit
Send us some documents
If you contacted us earlier, you may have received communication via phone or email from us requesting some documents.
Upload or Fax documents
Upload your scanned documents here. (We accept GIF, JPG, PNG, and PDF file formats.)
If you would rather fax the documents, please print the fax cover sheet and include it with your fax. This helps us process your documents more efficiently.
Customise my buyer's checkout experience
Process my orders
Mobile | Mass Pay | Referrals | About Us | Account Types | Fees | Privacy | Safety Advice | Contact Us | Legal Agreements | Developers
Site Feedback

Choose Add Bank Account and then complete the bank account details as requested (see below).


My Account
Send Money
Request Money
Merchant Tools
Auction Tools
Products & Services
Overview
Top Up Account
Withdraw
History
Resolution Centre
Profile
Link your bank account
Secure Transaction
Once you link a bank account to your PayPal account, you can easily withdraw money from your PayPal account to your bank account.
Please enter your bank account details exactly as they appear on your bank statement.
Country of bank
Ireland
Account holder name
Servasport
Sort Code
6 digits
Account Number
8 digits
Enter IBAN instead
Link bank
Cancel
Mass Pay | About Us | Account Types | Fees | Privacy | Security Center | Contact Us | Legal Agreements | Gift Certificates
Copyright © 1999-2014 PayPal. All rights reserved.

You need to complete your bank set up for PayPal to connect to your bank account. . Click "Add Bank Account" and on the next screen double-check that your details are correct:



When you are sure your details are correct click "Add Bank Account

Congratulations! You have added your bank account. NOW you can withdraw funds from Paypal into your bank account, but you are not yet fully 'verified'.

Important Information

Verification

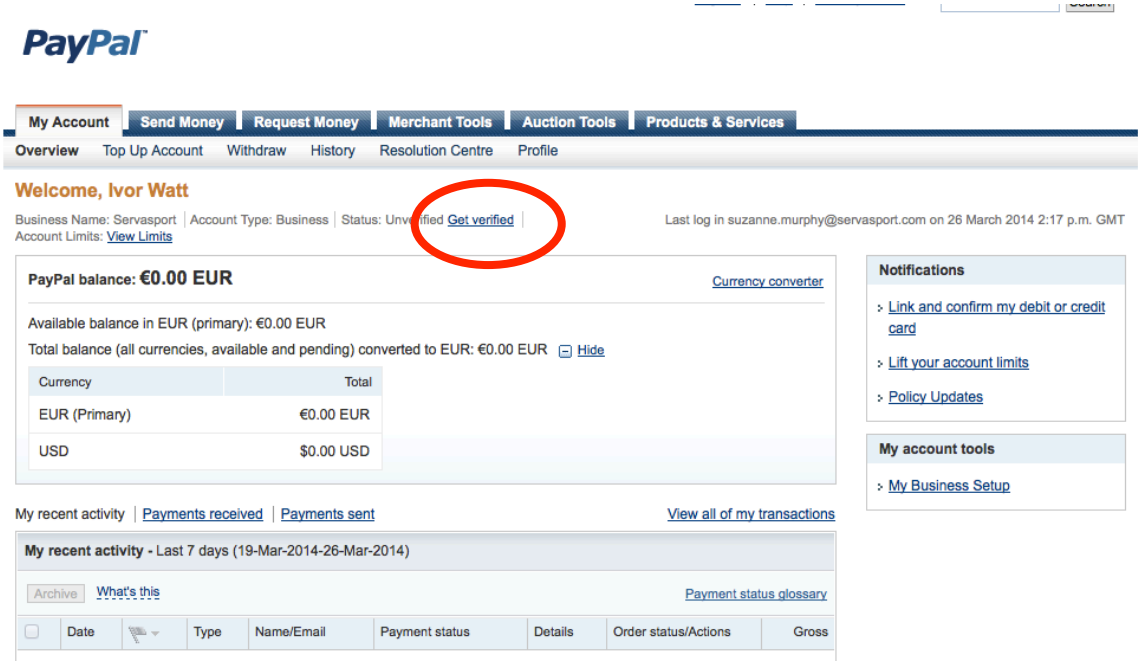
This means that PayPal have checked to ensure that you are in control of your bank account or card. This helps to prevent fraud such as identity theft.

The PayPal Verification process is a security measure to confirm that a user is the owner of the bank account or credit card they are using in PayPal. Confirming each user's identity helps prevent fraud, such as identity theft, and increases the security of payments in PayPal.

Please enjoy all the benefits of your PayPal account please ensure that you verify your account

1.5 Verification

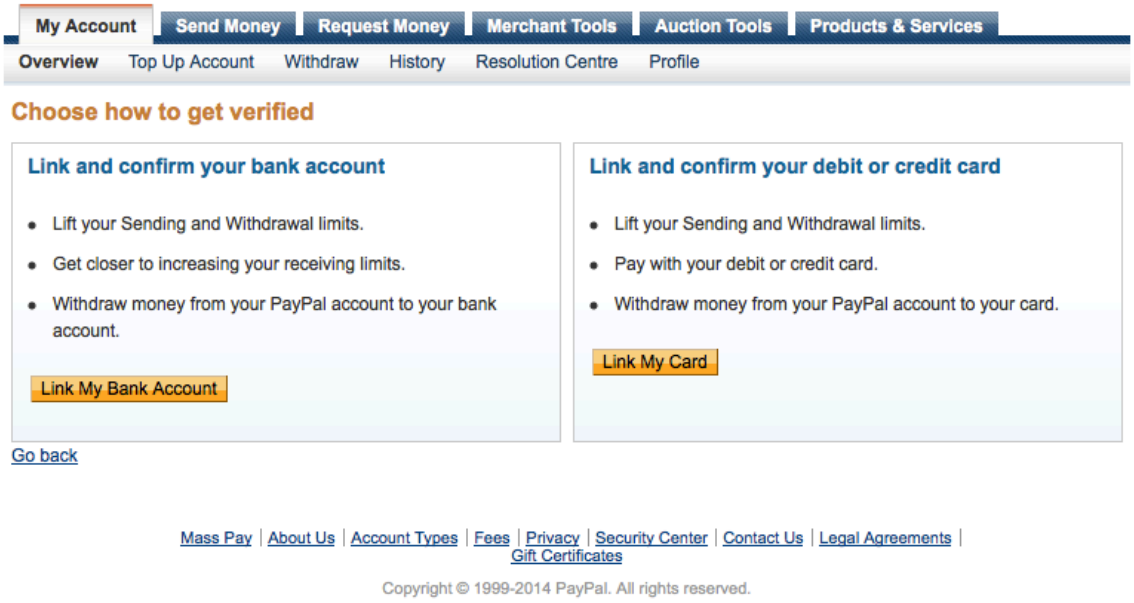
Click the **Get verified** link



There are two methods to verify your account:

1) Using your bank account
2) Using your debit or credit card

The benefit to using your credit/debit card over the bank account method is that there will be no delay in getting verified. The debit/credit card details can be removed afterward and it won't affect your verification status.


My Account
Send Money
Request Money
Merchant Tools
Auction Tools
Products & Services
Overview
Top Up Account
Withdraw
History
Resolution Centre
Profile
Choose how to get verified
Link and confirm your bank account
Lift your Sending and Withdrawal limits.
Get closer to increasing your receiving limits.
Withdraw money from your PayPal account to your bank account.
Link My Bank Account
Link and confirm your debit or credit card
Lift your Sending and Withdrawal limits.
Pay with your debit or credit card.
Withdraw money from your PayPal account to your card.
Link My Card
Go back
Mass Pay | About Us | Account Types | Fees | Privacy | Security Center | Contact Us | Legal Agreements | Gift Certificates
Copyright © 1999-2014 PayPal. All rights reserved.

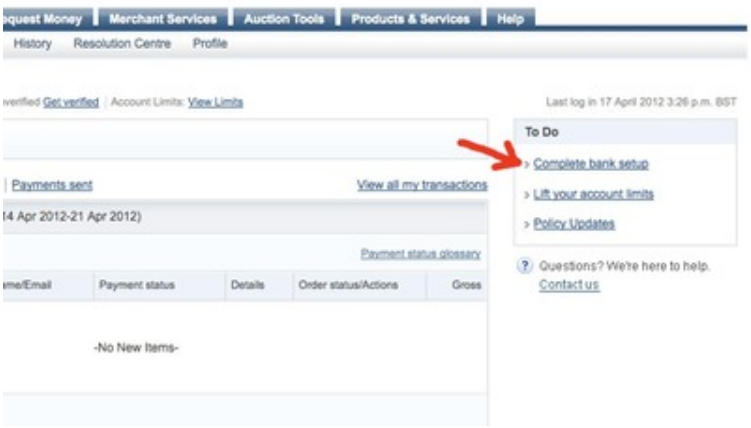
Option 1 Using a bank account to get verified

To continue with the verification process using your bank account, choose the Link my Bank Account. PayPal will ask for your bank details if you have not already provided them. The process is the same as described in section 2.2.4.1 Setting up a Bank account

Once provided, PayPal will check that this is your bank account by doing one of the following:

1) deposit two small amounts into your bank account – please note the amounts
2) deposit small amount along with a code that will be in transaction description on your bank statement

This will happen within a few hours or it can take up to 2-5 working days depending on your bank. Once this has happened go to 'Complete bank Set-up' on your Overview page.

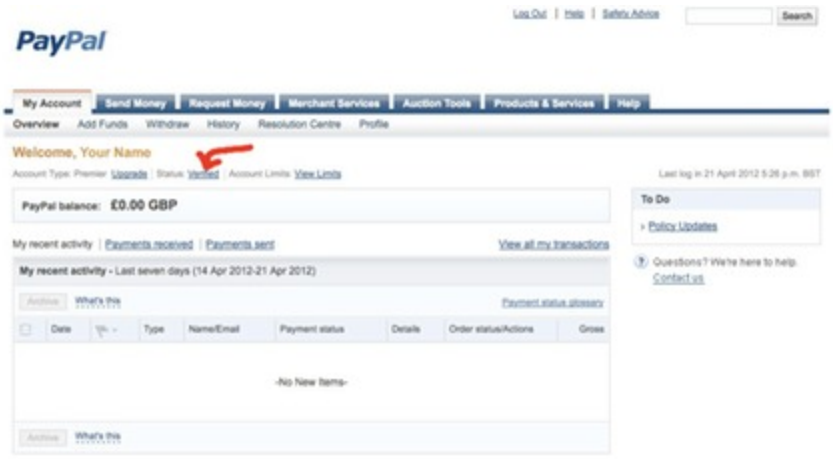


On the next screen, enter the two amounts PayPal deposited into your bank or the code, then click 'submit

The next page confirms that you have successfully confirmed your Bank Account

Click Continue

In your Overview page you will see that you are now verified.



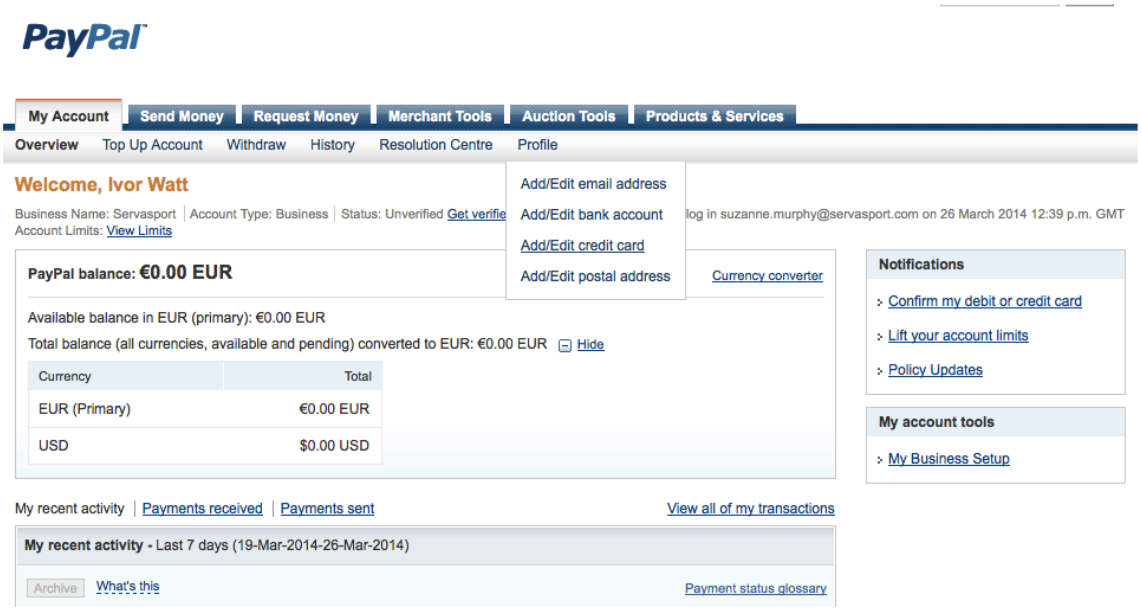
Option 2 Using a credit card to get verified

Choose the option to update your credit / debit card details. The process is the same as described in section 2.2.4.3 Setting up a credit card.

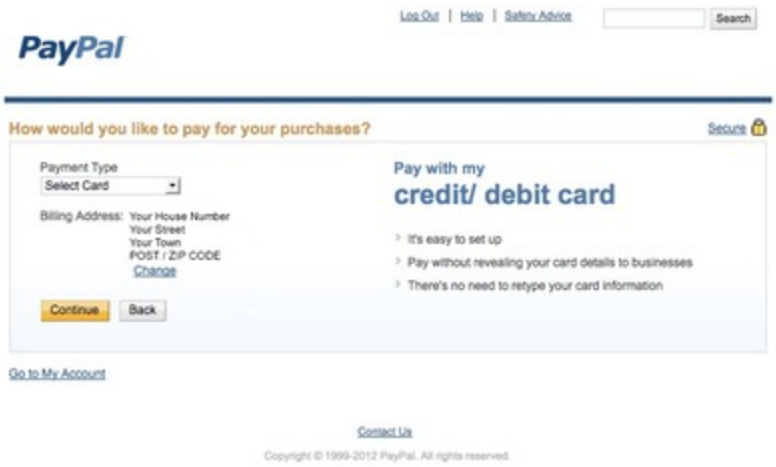
This process is instant and you should be instantly verified. You should be able to delete the details of the credit/debit card after the verification process.

1.6 Setting up a credit card

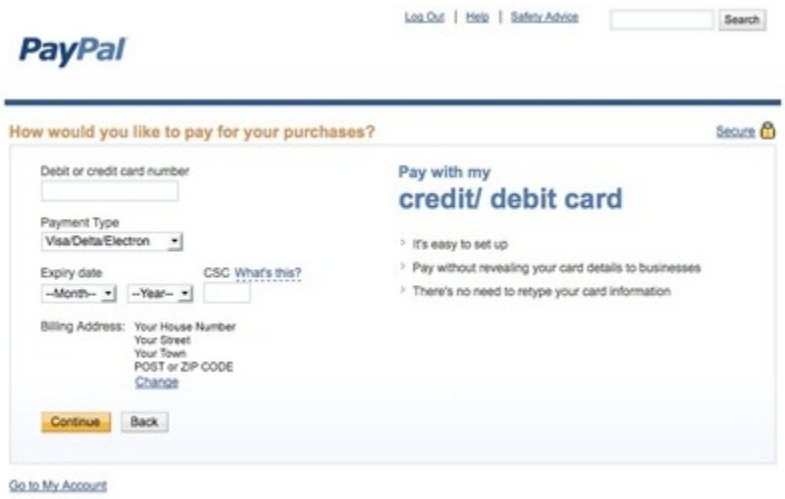
To set up a credit card, navigate to the Overview page and choose Profile, then 'Add/Edit credit card'



Check your name is correct – it should be as it appears on the card. Then select your Payment Type (Visa / Mastercard etc.)



The address field is pre-filled. Make sure it is correct, INCLUDING THE POST CODE and IS THE EXACT ADDRESS THAT MATCHES THIS CARD. This is important otherwise your transactions may be denied.



Enter the card details, including the CSC (Sometimes called the CCV or CVD, this is the 3-digit Card Security Code on the back of your card. This is normally on, or to the right of, the signature strip)

Then click 'Continue'...

Next Paypal will ask what you want to do next.

Click on "Go To My Account". Congratulations you have linked your credit/debit card. It will now be used as a source of funds for payments

1.7 Using a PayPal balance as a source of payment

Your PayPal balance is similar to a current account and can be used in the same manner
You can transfer funds to your Paypal account from your bank account in a similar way to how you move funds between your savings account and your current account.

Once you have a balance in PayPal any payments processed via Paypal will be deducted from your Paypal balance.

Choose the **Top Up Account** option which can be seen on your home screen

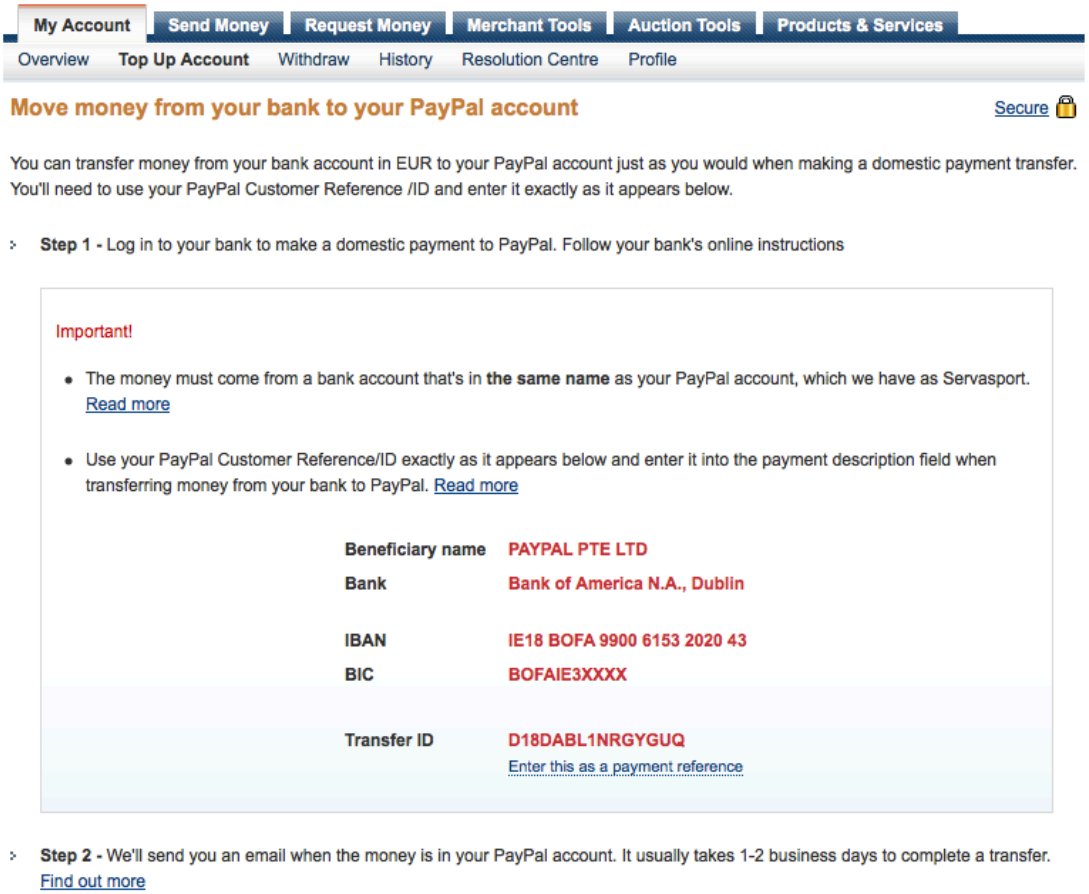
The following screen will appear which gives the Bank Transfer Instructions:

Name of Payee:	PayPal PTE Ltd
Bank	Bank of America
IBAN	XXXXXXXX -----This is your account number
BIC	XXXXXXXX ----This is your Swift code. Similar to your Sort Code
Transfer ID	XXXXXX -----This is unique to every PayPal account

**** **The below instructions to are an example only; do not provide these to your bank** ****

**** The receiving PayPal account in Bank of America is an **Irish domestic account**; you **** should **not** incur International bank transfer fees

**** Please include the transfer ID as a reference for your bank ****


My Account
Send Money
Request Money
Merchant Tools
Auction Tools
Products & Services
Overview
Top Up Account
Withdraw
History
Resolution Centre
Profile
Move money from your bank to your PayPal account
Secure
You can transfer money from your bank account in EUR to your PayPal account just as you would when making a domestic payment transfer. You'll need to use your PayPal Customer Reference /ID and enter it exactly as it appears below.
Step 1 - Log in to your bank to make a domestic payment to PayPal. Follow your bank's online instructions
Important!
The money must come from a bank account that's in the same name as your PayPal account, which we have as Servasport. Read more
Use your PayPal Customer Reference/ID exactly as it appears below and enter it into the payment description field when transferring money from your bank to PayPal. Read more
Beneficiary name PAYPAL PTE LTD
Bank Bank of America N.A., Dublin
IBAN IE18 BOFA 9900 6153 2020 43
BIC BOFAIE3XXXX
Transfer ID D18DABL1NRGYGUQ
Enter this as a payment reference
Step 2 - We'll send you an email when the money is in your PayPal account. It usually takes 1-2 business days to complete a transfer.
Find out more

These instructions tell your bank where to send the money and must be provided to your bank along with the amount that you want to transfer.

There are three options available on how you provide this information to the bank. It depends on what access you have to your bank account; Online Access, Telephone Access, or if you have neither of these then you need to use the Counter services at your local branch. Please make sure the bank account you are moving money from is already linked to your PayPal account (see important information below)

Option 1 If you have **Online banking** access
Log on to your bank account and navigate to the section where you make bank transfers to other accounts. You will be asked to provide details of the account to whom you are making the transfer. These can all be found in the Bank Instruction (see above). You will also need to know how much you want to transfer.

If you have transferred money to other accounts in the past, then the process will be exactly the same. If you are unsure as to how to process a bank transfer, please contact you bank for guidance. The funds will arrive in your account within 1-2 days. Some banks may have instant transfers and the money will the available immediately.

Option 2 If you have **Telephone banking** access
Phone your telephone banking service and tell them you want to make a transfer. You will be asked to provide details of the account to whom you are making the transfer. These can all be found in the Bank Instruction (see above). You will also need to know how much you want to transfer.

The funds will arrive in your account within 1-2 days. Some banks may have instant transfers and the money will the available immediately.

Option 3 Visit your **local branch**
You can provide the instructions to your local branch and they can process the transfer for you. This is the same as a normal bank transfer and you may incur a fee (at your own risk).

Funds will usually be available in your PayPal account within 2 days however depending on your bank it may take up to 4 days. Please don't choose same day transfer if a fee is associated with it

If you bank with Bank of Ireland – please see important information

Important information

Transfers from Bank of Ireland Bank Accounts

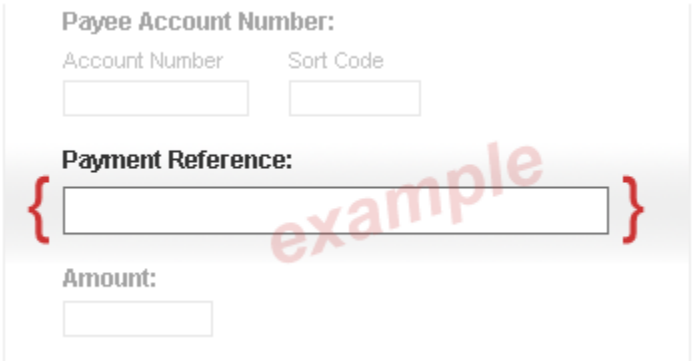
We are having reports that BOI are requesting a minimum €3000 transfer or balance before transfer. The receiving PayPal bank account is an Irish domestic account and should not attract International transfer fees or restrictions. Please ensure you are presenting the correct bank transfer instructions (see above) and request that it's not a same day transfer. If this does not resolve the issue, please contact PayPal for support

Banking Authorisation

You need to have the appropriate authority with your banking facility in order to use this method. Any of the following will suffice: access to online banking, access to telephone banking, signatory rights in your local bank branch

PayPal Customer Reference/ID must be provided

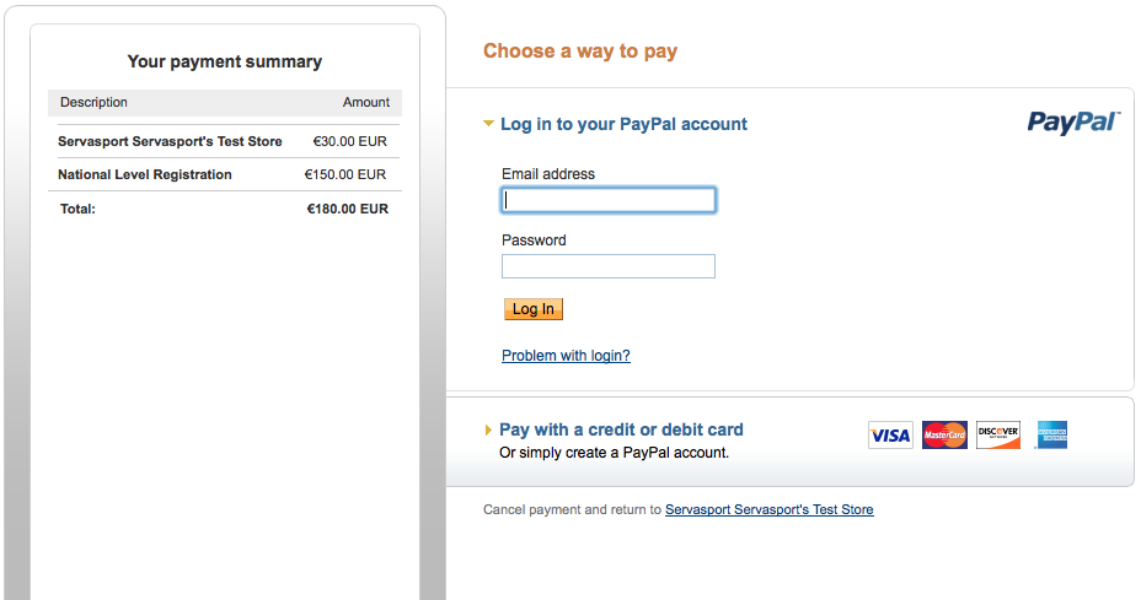
PayPal has provided you with a Customer Reference/ID so that they can identify you and transfer the money into your PayPal account. You must enter this reference into the correct field online. Banks refer to this field differently. Follow your bank's online instructions. Here is an example:



If you do not include your Customer Reference/ID there will be a delay in PayPal completing the payment transfer and they may have to return the money to your bank account.

How much will I need to transfer from my Bank to PayPal balance

You can transfer as much as you need to your Paypal account. If you want to transfer the exact amount of fees payable, continue your LGFA registration, using the LGFA user manual, until you reach the invoice PayPal page (below), this shows you how much you need to pay this year.



Please be aware that you will see this screen twice: when you first log in you will be asked to pay your System Fee and All Ireland Levy and also when you have uploaded your members for registration you will be asked to pay a Registration Fee. You will need to have the correct balance in your PayPal balance before you process your fees.

You are seeing a different screen requesting bank details
If you don't have a bank account set up then you will be directed to another screen which requests you to set up a bank account. As mentioned this is a mandatory part of setting up a Paypal account and must be completed.

Your PayPal account name match the name on your bank account
So that PayPal can identify you, the name on your bank account must match the name on your PayPal account. If they can't identify you, there will be a delay in PayPal completing the payment transfer and they may have to return the money to your bank account.
If your PayPal account name does not match and you would like to change it you can do this online. In the PayPal account, navigate to the top right of the screen where you'll find a search box. Type 'name change' into the search box at the top right of the screen. Follow the online instructions.

Bank Charges
PayPal do not charge to top up the account however you may incur local bank fees

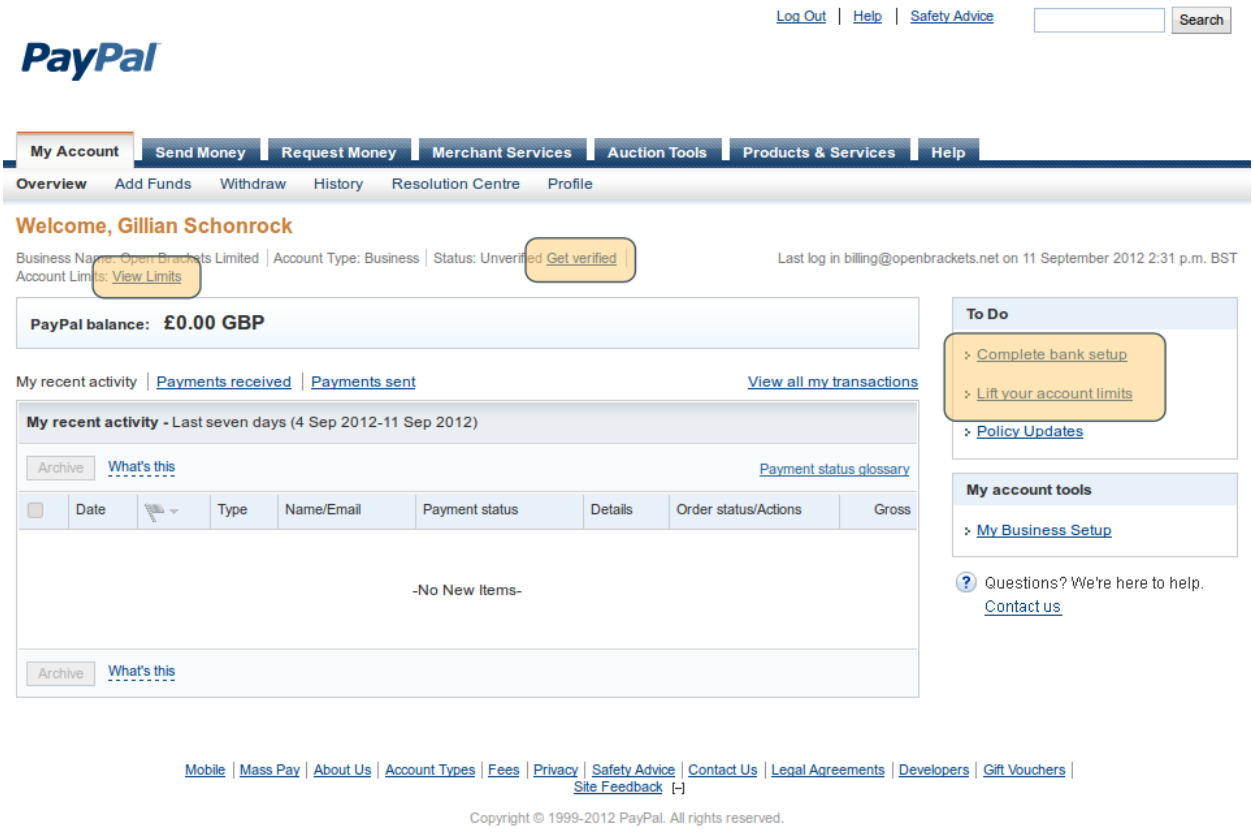
1.8 EU Compliance – County, Province and National PayPal account holders

This section will be applicable to County, Province and National level PayPal account holders, or holders who expect to receive €2500 into their PayPal account (in total) within a year of receiving their first payment.

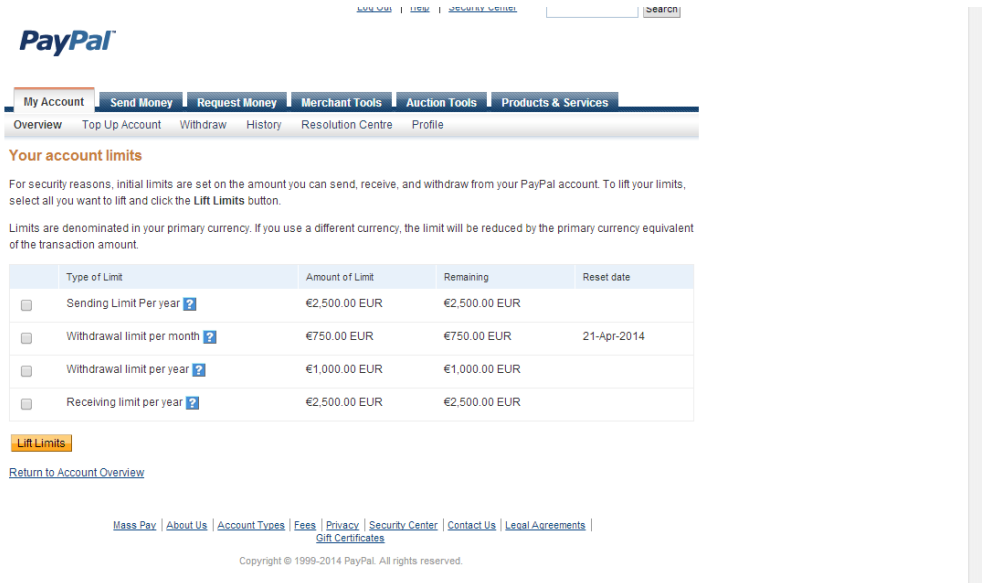
This section must be completed in order for PayPal to comply with EU anti-money laundering and 'Know Your Customer' regulations. This action is taken to ensure that both PayPal and our customers remain compliant with all necessary European regulations.

PayPal are required to collect and verify additional information about account holders. Failure to comply means that your account will be restricted and the functionality will be limited (for example, you won't be able to withdraw funds and clubs may not be able to pay to you) until all information is received

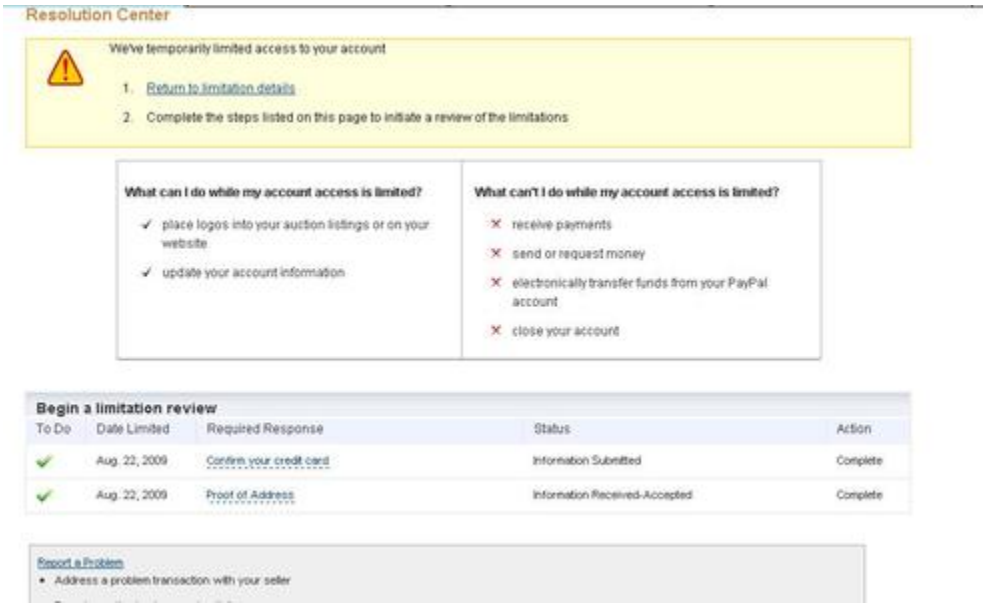
If you haven't yet reached the limit then action your compliance by clicking on the View Limits as highlighted below



This will display the following screen, please tick all of the type of limit boxes and then choose lift limits. Then follow the instructions provided


PayPal
My Account
Send Money
Request Money
Merchant Tools
Auction Tools
Products & Services
Overview
Top Up Account
Withdraw
History
Resolution Centre
Profile
Your account limits
For security reasons, initial limits are set on the amount you can send, receive, and withdraw from your PayPal account. To lift your limits, select all you want to lift and click the Lift Limits button.
Limits are denominated in your primary currency. If you use a different currency, the limit will be reduced by the primary currency equivalent of the transaction amount.
Type of Limit
Amount of Limit
Remaining
Reset date
Sending Limit Per year
€2,500.00 EUR
€2,500.00 EUR
Withdrawal limit per month
€750.00 EUR
€750.00 EUR
21-Apr-2014
Withdrawal limit per year
€1,000.00 EUR
€1,000.00 EUR
Receiving limit per year
€2,500.00 EUR
€2,500.00 EUR
Lift Limits
Return to Account Overview
Mass Pay | About Us | Account Types | Fees | Privacy | Security Center | Contact Us | Legal Agreements | Gift Certificates
Copyright © 1999-2014 PayPal. All rights reserved.

If you have already reached the limit your account will be put into a limited functionality and you may see this screen. This will display as an open issue in their Resolution Centre. Just follow the instructions as outlined below to resolve.


Resolution Center
We've temporarily limited access to your account
1. Return to limitation details
2. Complete the steps listed on this page to initiate a review of the limitations
What can I do while my account access is limited?
place logos into your auction listings or on your website
update your account information
What can't I do while my account access is limited?
receive payments
send or request money
electronically transfer funds from your PayPal account
close your account
Begin a limitation review
To Do
Date Limited
Required Response
Status
Action
Aug. 22, 2009
Confirm your credit card
Information Submitted
Complete
Aug. 22, 2009
Proof of Address
Information Received-Accepted
Complete
Report a Problem
Address a problem transaction with your seller

1.9 EU Compliance – Documents needed to comply

To lift the limits, Business account holders are required to:

• Confirm a credit card
• Verify your information or Confirm your address (if the link to verify your address is not available)
• Provide business information.

PayPal account holders will have already linked a credit card to their accounts so this step should be already complete

To verify address and business information, there will be several options to choose from, but easiest to provide will be a bank statement and a bill.

To send these documents to PayPal you can choose to either Fax or Upload the items.

To Fax, please use the number and instructions provided to send the documents to PayPal.

To Upload the documents, a scan or picture of the documents needs to be saved as a file on your computer. Choose the option to upload the documents and the following screen will appear:

Upload File(s) to PayPal
Step 1: Select the file you want to upload.
Step 2: Click Attach File.
Step 3: After you've attached your files, click Send Files to PayPal.
Learn more about uploading files to PayPal
Attachments (0)
- No new files have been attached -
Free Space: 4,950.00 kb
Attach a File
File:
Browse...
only files with the extensions .gif, .jpg and .png are allowed
File Title:
e.g., "top view" or "first page of refund notice"
Type of Evidence:
< Select >
File Description: (optional)
60
characters left
Attach This File

Click Browse and locate the file on your computer. Then add a name to the file and a short description e.g, ‘Bill’ ‘Evidence of Address’

Then click Attach this File. This will send the file to PayPal for review.

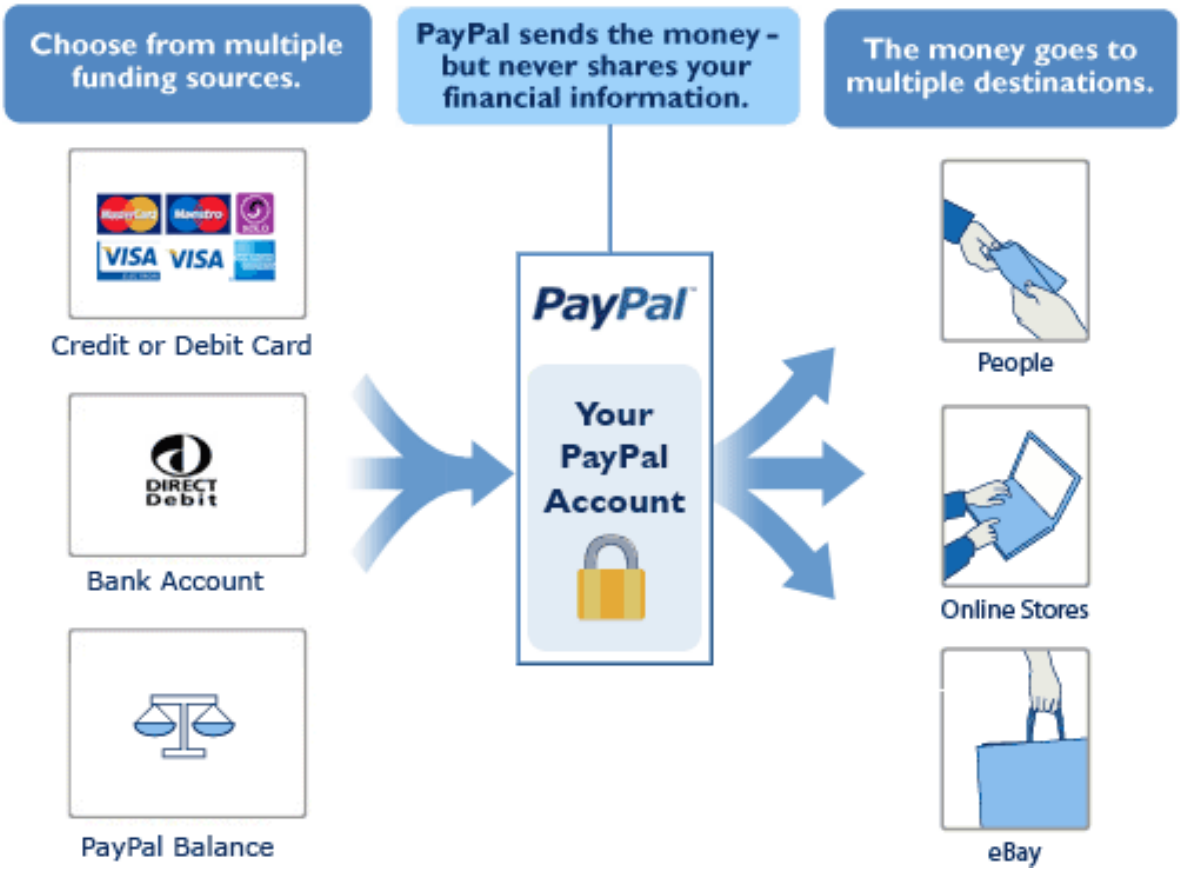
The process of review can take a few days however you can call PayPal and they can review and process your compliance as soon as they receive your documents

If at any time you need further assistance, please phone PayPal on the numbers below

PayPal Contact Numbers:
UK 08003687147 ROI 1890943771 EMAIL business-support@paypal.co.uk

2.1 UK PayPal account

Your PayPal account can link directly to your bank account so that, when you process a payment, PayPal can deduct it straight from your bank account without any additional steps.

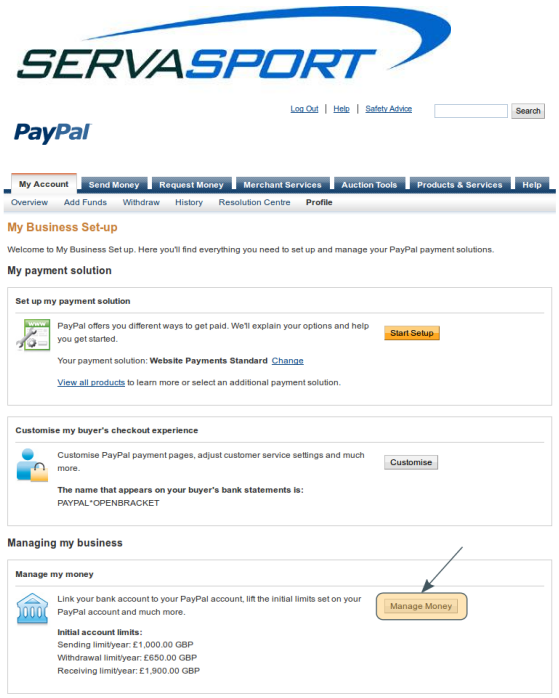


You can also use a credit or debit card or Top up your PayPal balance as a funding source to pay for items. We will cover these options in a later section.

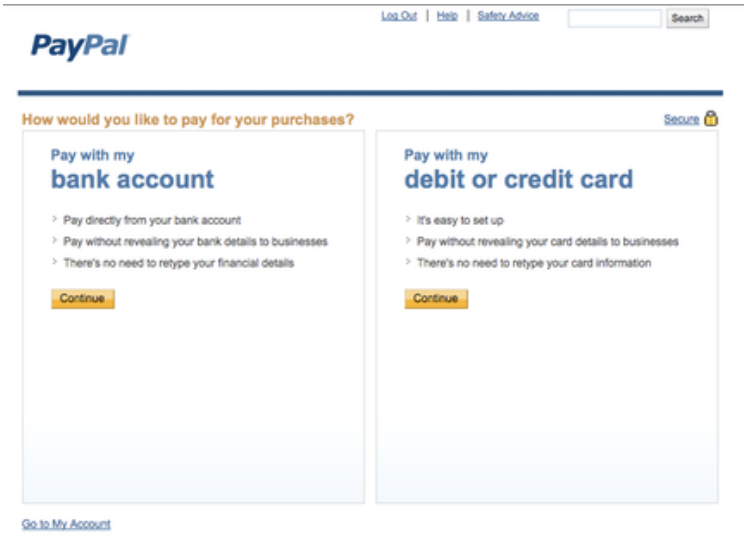
2.2 Setting up a Bank account

After you have set up your PayPal account you need to link your bank account. Click on the Manage Money tab as highlighted below.

PayPal uses your bank account information for three reasons: 1) to **verify** your account for security reasons, 2) as a source of payment and 3) a way for you to withdraw money


SERVASPORT
PayPal
Log Out | Help | Safety Advice
Search
My Account
Send Money
Request Money
Merchant Services
Auction Tools
Products & Services
Help
Overview
Add Funds
Withdraw
History
Resolution Centre
Profile
My Business Set-up
Welcome to My Business Set up. Here you'll find everything you need to set up and manage your PayPal payment solutions.
My payment solution
Set up my payment solution
PayPal offers you different ways to get paid. We'll explain your options and help you get started.
Start Setup
Your payment solution: Website Payments Standard Change
View all products to learn more or select an additional payment solution.
Customise my buyer's checkout experience
Customise PayPal payment pages, adjust customer service settings and much more.
Customise
The name that appears on your buyer's bank statements is:
PAYPAL*OPENBRACKET
Managing my business
Manage my money
Link your bank account to your PayPal account, lift the initial limits set on your PayPal account and much more.
Manage Money
Initial account limits:
Sending limit/year: £1,000.00 GBP
Withdrawal limit/year: £650.00 GBP
Receiving limit/year: £1,900.00 GBP

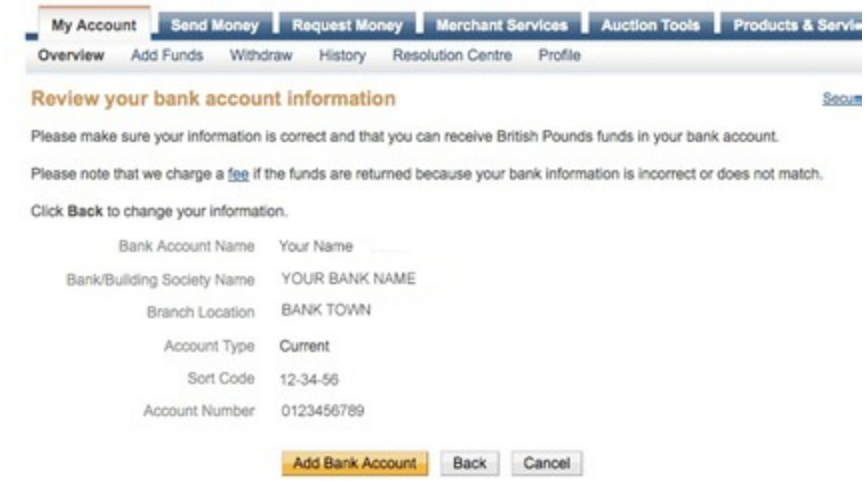
You can choose whether you want to link your Paypal account to a bank account or a credit / debit card. This is how you will pay for items if you have nothing in your Paypal account. You can do both - whichever you choose now, you will be given an option to add another payment method later. Linking to a bank account is one way to withdraw money from Paypal.


Log Out | Help | Safety Advice
Search
PayPal
How would you like to pay for your purchases?
Secure
Pay with my
bank account
Pay directly from your bank account
Pay without revealing your bank details to businesses
There's no need to retype your financial details
Continue
Pay with my
debit or credit card
It's easy to set up
Pay without revealing your card details to businesses
There's no need to retype your card information
Continue
Go to My Account

Choose Add Bank Account and then complete the bank account details as requested (see below).

SERVASPORT
Log Out | Help | Safety Advice
Search
PayPal
My Account
Send Money
Request Money
Merchant Services
Auction Tools
Products & Services
Help
Overview
Add Funds
Withdraw
History
Resolution Centre
Profile
Add a Bank/Building Society Account in the United Kingdom
Secure Transaction
This account will become your primary payment method, but you can change it whenever you make a payment. Learn more
When you successfully add your bank account to your PayPal account, you will be able to use your bank account to pay for online purchases or withdraw funds from your PayPal account.
Your bank account is always protected against unauthorised use.
Your bank account information is never revealed to the seller.
Make sure that your bank account can receive funds in British Pounds. Please note that we charge a fee if the funds are returned (to your bank account) because your PayPal account Business Name does not match the business name on your bank account.
Country of bank
United Kingdom
Business Name
Open Brackets Limited
Sort Code
(six digits)
Account Number
(eight digits, no dashes)
Add Bank Account
Cancel
Mobile | Mass Pay | About Us | Account Types | Fees | Privacy | Safety Advice | Contact Us | Legal Agreements | Developers | Gift Vouchers |
Copyright © 1999-2012 PayPal. All rights reserved.

You need to complete your bank set up for PayPal to connect to your bank account. . Click "Add Bank Account" and on the next screen double-check that your details are correct:



When you are sure your details are correct click "Add Bank Account

Congratulations! You have added your bank account. NOW you can withdraw funds from Paypal into your bank account, but you are not yet fully 'verified' and your bank account isn't yet a funding source

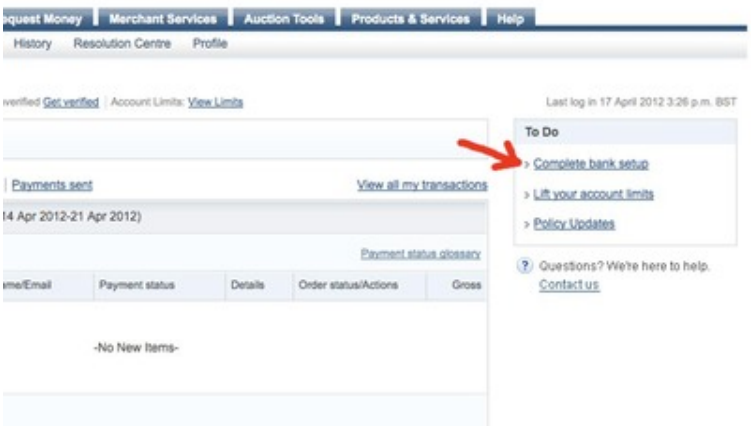
Important Information

Verification
This means that PayPal have checked to ensure that you are in control of your bank account or card. This helps to prevent fraud such as identity theft.
The PayPal Verification process is a security measure to confirm that a user is the owner of the bank account or credit card they are using in PayPal. Confirming each user's identity helps prevent fraud, such as identity theft, and increases the security of payments in PayPal.

To continue with the verification process PayPal will then check that this is your bank account by doing one of the following:

1) deposit two small amounts into your bank account – please note the amounts
2) deposit small amount along with a code that will be in transaction description on your bank statement

This will happen within a few hours or it can take up to 2-5 working days depending on your bank. Once this has happened go to 'Complete bank Set-up' on your Overview page.

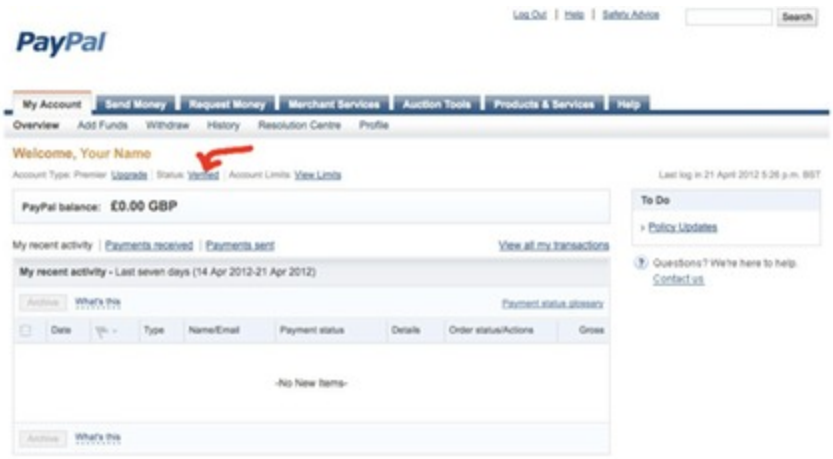


On the next screen, enter the two amounts Paypal deposited into your bank or the code, then click 'submit

The next page confirms that you have successfully confirmed your Bank Account

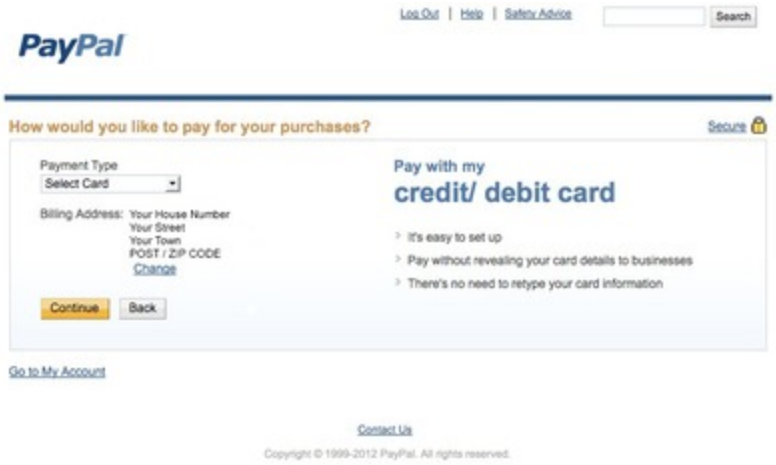
Click Continue

In your Overview page you will see that you are now verified.

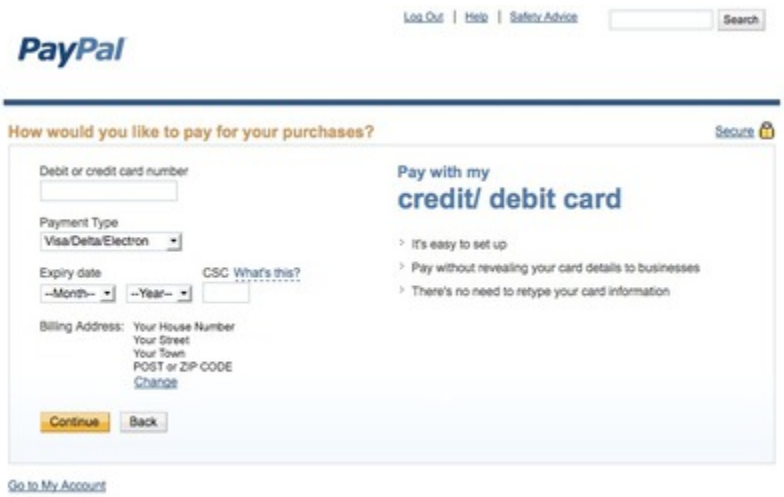


2.3 Setting up a credit card

Choosing 'credit card' in your options
Select your Payment Type (Visa / Mastercard etc.)



The address field is pre-filled. Make sure it is correct, INCLUDING THE POST OR ZIP CODE and IS THE EXACT ADDRESS THAT MATCHES THIS CARD. This is important otherwise your transactions may be denied.



Enter the card details, including the CSC (Sometimes called the CCV or CVD, this is the 3-digit Card Security Code on the back of your card. This is normally on, or to the right of, the signature strip)

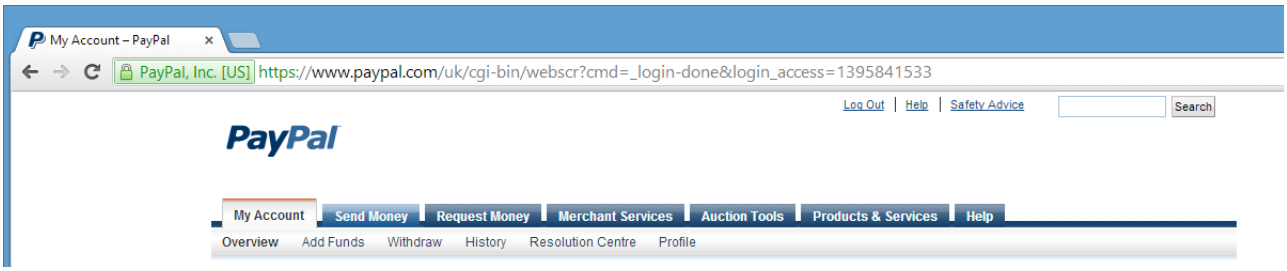
Then click 'Continue'...

Next Paypal will ask what you want to do next.

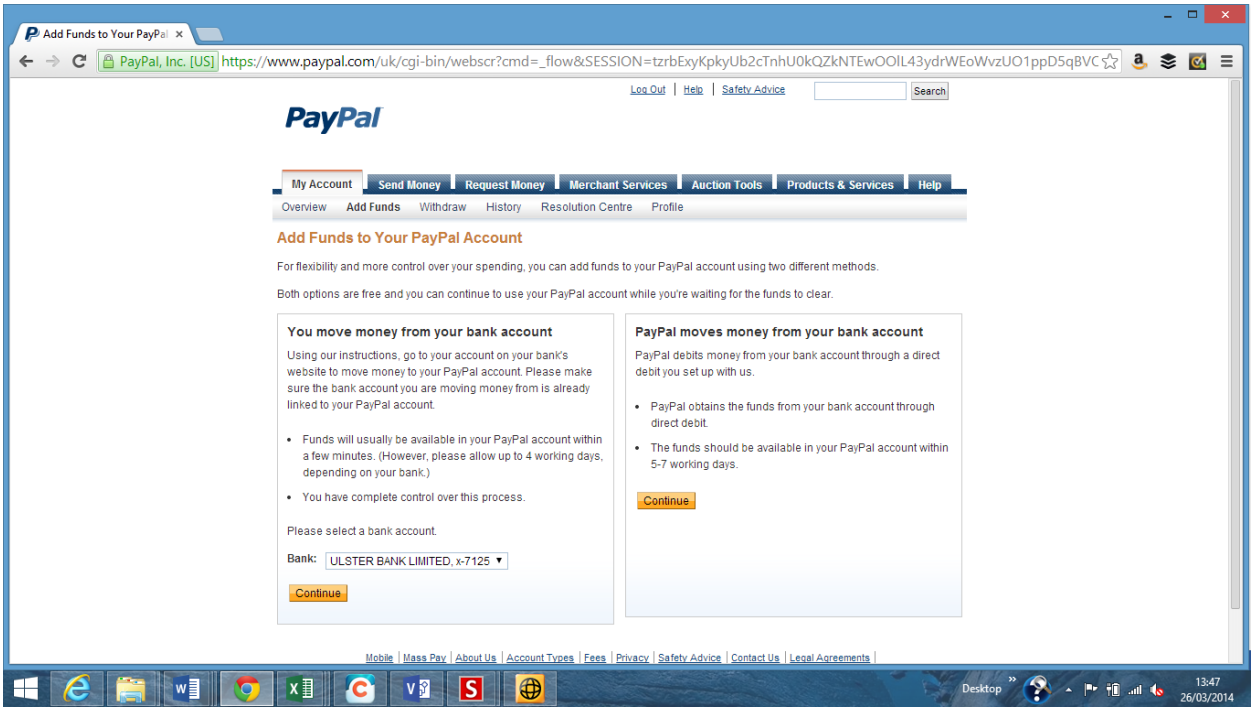
Click on "Go To My Account". Congratulations you have linked your credit/debit card. It will now be used as a source of funds for payments

2.4 Using a PayPal balance as a source of payment

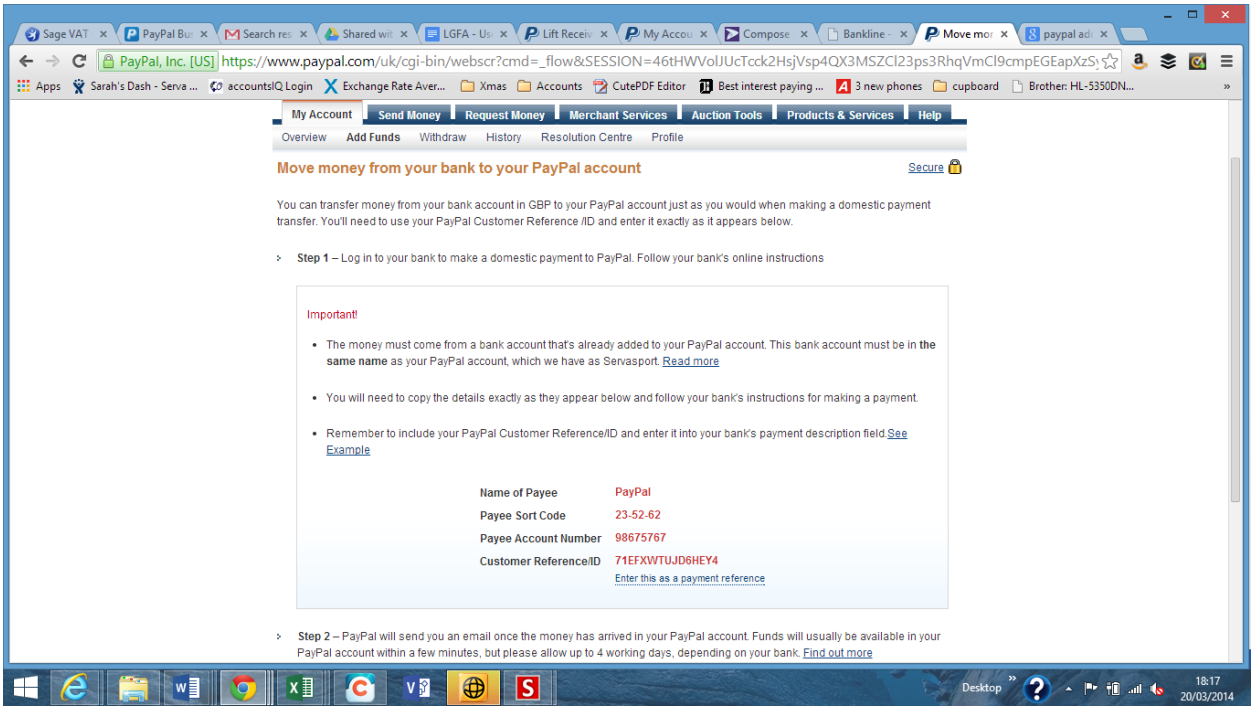
PayPal balance can be topped up and used as a funding source. Choose the Add Funds option which can be seen on your home screen.



You will see two options, choose “You move money from your bank account’


Add Funds to Your PayPal
PayPal, Inc. [US] https://www.paypal.com/uk/cgi-bin/webscr?cmd=_flow&SESSION=tzrbExyKpkyUb2cTnhU0kQZkNTEwOOlL43ydrWEoWvzUO1ppD5qBVC
Log Out | Help | Safety Advice
Search
PayPal
My Account
Send Money
Request Money
Merchant Services
Auction Tools
Products & Services
Help
Overview
Add Funds
Withdraw
History
Resolution Centre
Profile
Add Funds to Your PayPal Account
For flexibility and more control over your spending, you can add funds to your PayPal account using two different methods.
Both options are free and you can continue to use your PayPal account while you're waiting for the funds to clear.
You move money from your bank account
Using our instructions, go to your account on your bank's website to move money to your PayPal account. Please make sure the bank account you are moving money from is already linked to your PayPal account.
Funds will usually be available in your PayPal account within a few minutes. (However, please allow up to 4 working days, depending on your bank.)
You have complete control over this process.
Please select a bank account.
Bank: ULSTER BANK LIMITED, x-7125
Continue
PayPal moves money from your bank account
PayPal debits money from your bank account through a direct debit you set up with us.
PayPal obtains the funds from your bank account through direct debit.
The funds should be available in your PayPal account within 5-7 working days.
Continue
Mobile | Mass Pay | About Us | Account Types | Fees | Privacy | Safety Advice | Contact Us | Legal Agreements
Desktop
13:47
26/03/2014

The following screen will appear which gives the Bank Transfer Instructions:


PayPal, Inc. [US] https://www.paypal.com/uk/cgi-bin/webscr?cmd=_flow&SESSION=46tHWVolJUcTcck2HsjVsp4QX3MSZCl23ps3RhqVmCl9cmpEGEapXzS
My Account
Send Money
Request Money
Merchant Services
Auction Tools
Products & Services
Help
Overview
Add Funds
Withdraw
History
Resolution Centre
Profile
Move money from your bank to your PayPal account
Secure
You can transfer money from your bank account in GBP to your PayPal account just as you would when making a domestic payment transfer. You'll need to use your PayPal Customer Reference /ID and enter it exactly as it appears below.
Step 1 – Log in to your bank to make a domestic payment to PayPal. Follow your bank's online instructions
Important!
The money must come from a bank account that's already added to your PayPal account. This bank account must be in the same name as your PayPal account, which we have as Servasport. Read more
You will need to copy the details exactly as they appear below and follow your bank's instructions for making a payment.
Remember to include your PayPal Customer Reference/ID and enter it into your bank's payment description field. See Example
Name of Payee PayPal
Payee Sort Code 23-52-62
Payee Account Number 98675767
Customer Reference/ID 71EFXWTUJD6HEY4
Enter this as a payment reference
Step 2 – PayPal will send you an email once the money has arrived in your PayPal account. Funds will usually be available in your PayPal account within a few minutes, but please allow up to 4 working days, depending on your bank. Find out more
Desktop
18:17
20/03/2014

Name of Payee: PayPal

Payee Sort Code: XX-XX-XX
Payee Account Number: XXXXXXXX
Customer Reference ID

Note: Each PayPal account will have a unique set of instructions and will be different to the ones shown above

These instructions tell your bank where to send the money and must be provided to your bank along with the amount that you want to transfer.

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The funds will arrive in your account within 1-2 days. Some banks may have instant transfers and the money will the available immediately.

Option 3 Visit your **local branch**
You can provide the instructions to your local branch and they can process the transfer for you. This is the same as a normal bank transfer and you may incur a bank fee (at your own risk).

Funds will usually be available in your PayPal account within a few minutes. (However, please allow up to 4 working days, depending on your bank..

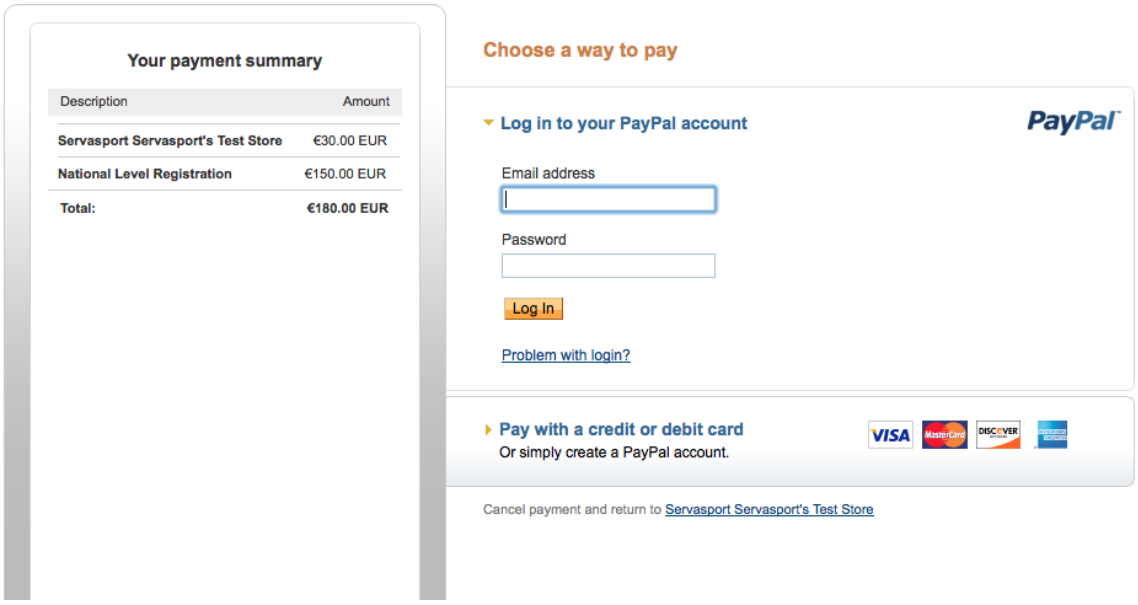
Important information

Banking Authorisation

You need to have the appropriate authority with your banking facility in order to use this method. Any of the following will suffice: access to online banking, access to telephone banking, signatory rights in your local bank branch

How much will I need to transfer from my Bank to PayPal balance

You can transfer as much as you need to your Paypal account. If you want to transfer the exact amount of fees payable, continue your LGFA registration, using the LGFA user manual, until you reach the invoice PayPal page (below), this shows you how much you need to pay this year.



Please be aware that you will see this screen twice: when you first log in you will be asked to pay your System Fee and All Ireland Levy and also when you have uploaded your members for registration you will be asked to pay a Registration Fee. You will need to have the correct balance in your PayPal balance before you process your fees.

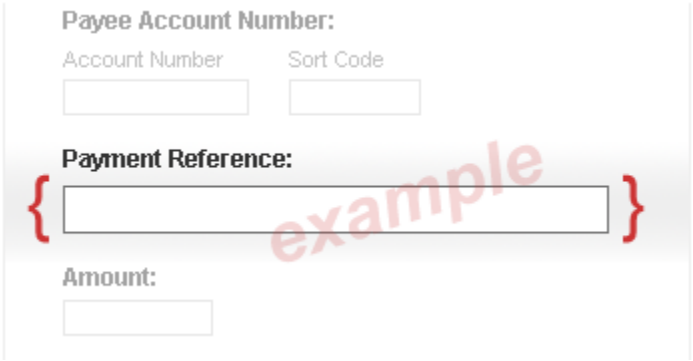
You are seeing a different screen requesting bank details

If you don't have a bank account set up then you will be directed to another screen which requests you to set up a bank account. As mentioned this is a mandatory part of setting up a Paypal account and must be completed.

Your PayPal account name match the name on your bank account

So that PayPal can identify you, the name on your bank account must match the name on your PayPal account. If they can't identify you, there will be a delay in PayPal completing the payment transfer and they may have to return the money to your bank account.
If your PayPal account name does not match and you would like to change it you can do this online. In the PayPal account, navigate to the top right of the screen where you'll find a search box. Type 'name change' into the search box at the top right of the screen. Follow the online instructions.

PayPal Customer Reference/ID must be provided
PayPal has provided you with a Customer Reference/ID so that they can identify you and transfer the money into your PayPal account. You must enter this reference into the correct field online. Banks refer to this field differently. Follow your bank's online instructions. Here is an example:



If you do not include your Customer Reference/ID there will be a delay in PayPal completing the payment transfer and they may have to return the money to your bank account.

Bank Charges
PayPal do not charge to top up the account however you may incur local bank fees

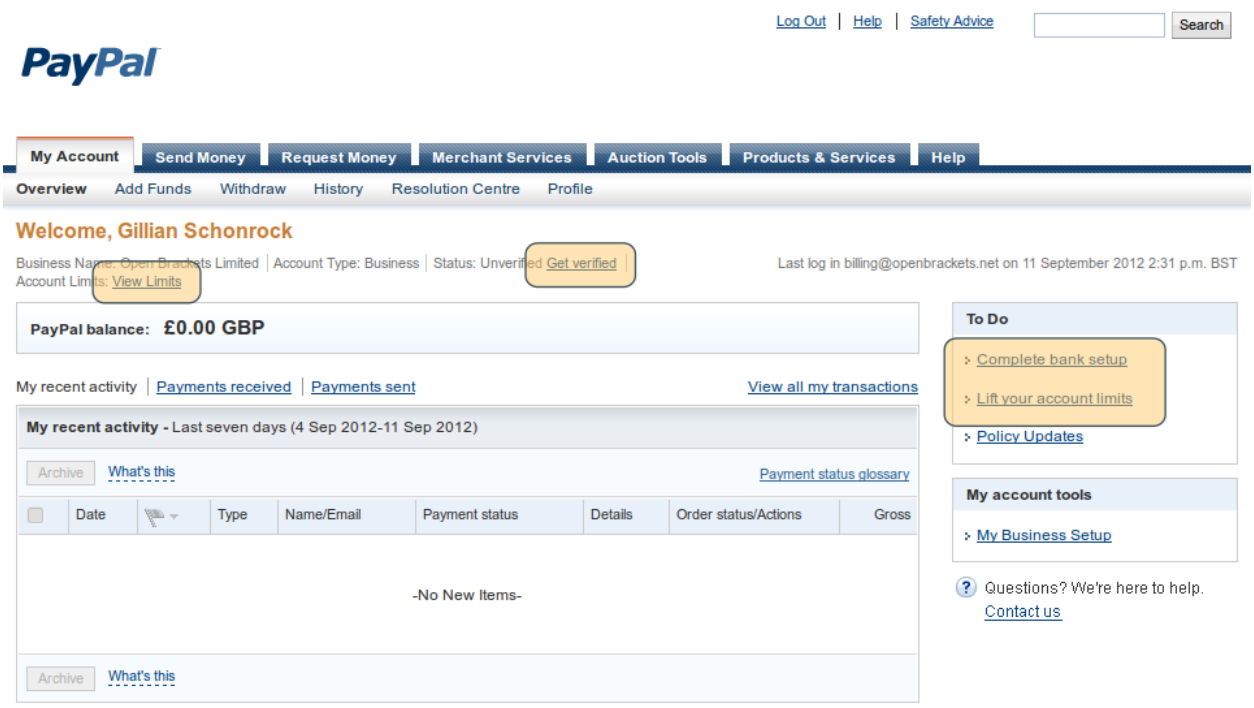
2.5 EU Compliance – County, Province and National PayPal account holders

This section will be applicable to County, Province and National level PayPal account holders, or holders who expect to receive €2500 into their PayPal account (in total) within a year of receiving their first payment.

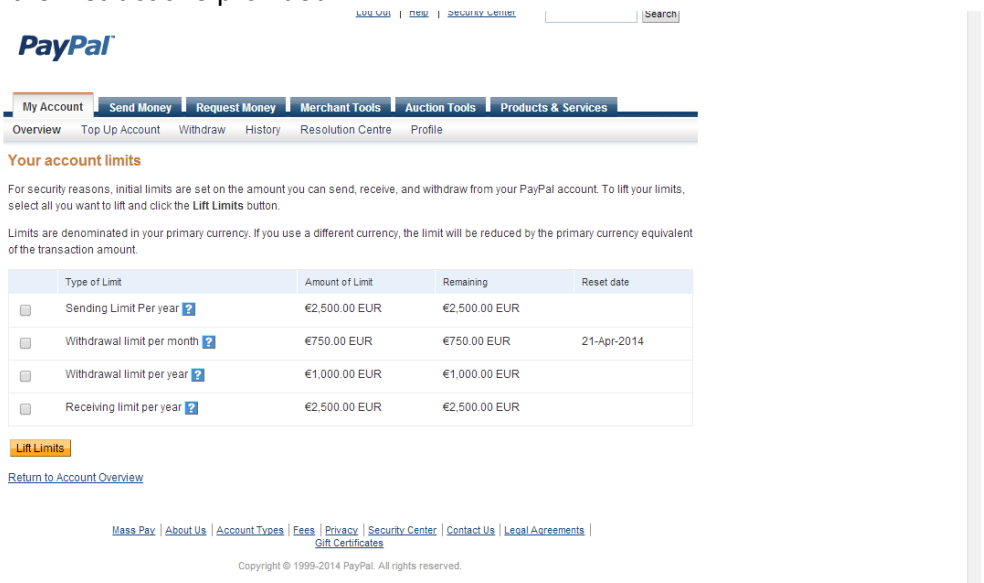
This section must be completed in order for PayPal to comply with EU anti-money laundering and 'Know Your Customer' regulations. This action is taken to ensure that both PayPal and our customers remain compliant with all necessary European regulations.

PayPal are required to collect and verify additional information about account holders. Failure to comply means that your account will be restricted and the functionality will be limited (for example, you won't be able to withdraw funds and clubs may not be able to pay to you) until all information is received

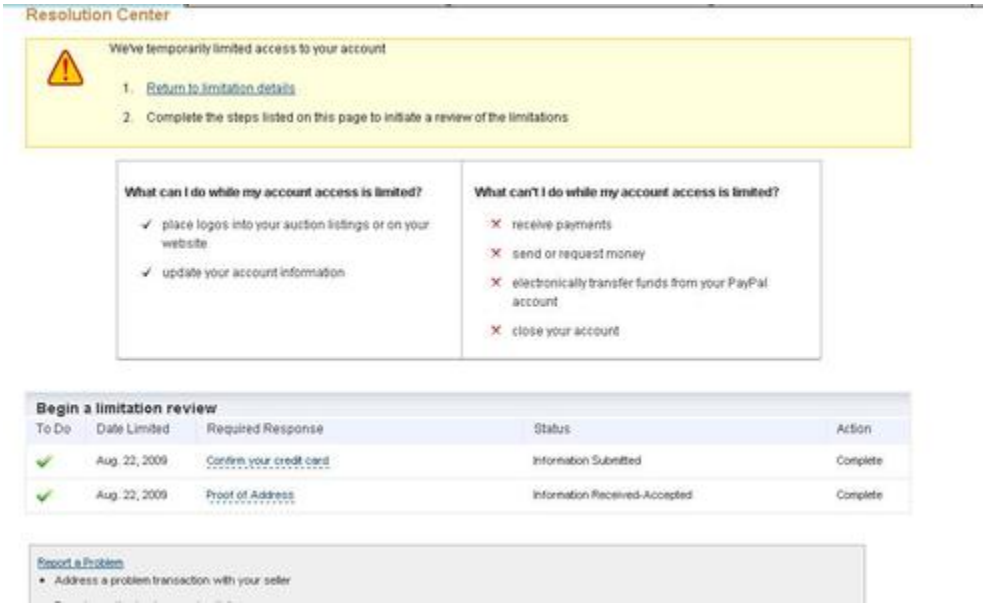
If you haven't yet reached the limit then action your compliance by clicking on the View Limits as highlighted below



This will display the following screen, please tick all of the type of limit boxes and then choose lift limits. Then follow the instructions provided


PayPal
My Account
Send Money
Request Money
Merchant Tools
Auction Tools
Products & Services
Overview
Top Up Account
Withdraw
History
Resolution Centre
Profile
Your account limits
For security reasons, initial limits are set on the amount you can send, receive, and withdraw from your PayPal account. To lift your limits, select all you want to lift and click the Lift Limits button.
Limits are denominated in your primary currency. If you use a different currency, the limit will be reduced by the primary currency equivalent of the transaction amount.
Type of Limit
Amount of Limit
Remaining
Reset date
Sending Limit Per year
€2,500.00 EUR
€2,500.00 EUR
Withdrawal limit per month
€750.00 EUR
€750.00 EUR
21-Apr-2014
Withdrawal limit per year
€1,000.00 EUR
€1,000.00 EUR
Receiving limit per year
€2,500.00 EUR
€2,500.00 EUR
Lift Limits
Return to Account Overview
Mass Pay | About Us | Account Types | Fees | Privacy | Security Center | Contact Us | Legal Agreements | Gift Certificates
Copyright © 1999-2014 PayPal. All rights reserved.

If you have already reached the limit your account will be put into a limited functionality and you may see this screen. This will display as an open issue in their Resolution Centre. Just follow the instructions as outlined below to resolve.


Resolution Center
We've temporarily limited access to your account
1. Return to limitation details
2. Complete the steps listed on this page to initiate a review of the limitations
What can I do while my account access is limited?
place logos into your auction listings or on your website
update your account information
What can't I do while my account access is limited?
receive payments
send or request money
electronically transfer funds from your PayPal account
close your account
Begin a limitation review
To Do
Date Limited
Required Response
Status
Action
Aug. 22, 2009
Confirm your credit card
Information Submitted
Complete
Aug. 22, 2009
Proof of Address
Information Received-Accepted
Complete
Report a Problem
Address a problem transaction with your seller

2.6 EU Compliance – Documents needed to comply

To lift the limits, Business account holders are required to:

• Confirm a credit card
• Verify your information or Confirm your address (if the link to verify your address is not available)
• Provide business information.

PayPal account holders will have already linked a credit card to their accounts so this step should be already complete

To verify address and business information, there will be several options to choose from, but easiest to provide will be a bank statement and a bill.

To send these documents to PayPal you can choose to either Fax or Upload the items.

To Fax, please use the number and instructions provided to send the documents to PayPal.

To Upload the documents, a scan or picture of the documents needs to be saved as a file on your computer. Choose the option to upload the documents and the following screen will appear:

Upload File(s) to PayPal
Step 1: Select the file you want to upload.
Step 2: Click Attach File.
Step 3: After you've attached your files, click Send Files to PayPal.
Learn more about uploading files to PayPal
Attachments (0)
- No new files have been attached -
Free Space: 4,950.00 kb
Attach a File
File:
Browse...
only files with the extensions .gif, .jpg and .png are allowed
File Title:
e.g., "top view" or "first page of refund notice"
Type of Evidence:
< Select >
File Description: (optional)
60
characters left
Attach This File

Click Browse and locate the file on your computer. Then add a name to the file and a short description e.g, 'Bill' 'Evidence of Address'

Then click Attach this File. This will send the file to PayPal for review.

The process of review can take a few days however you can call PayPal and they can review and process your compliance as soon as they receive your documents

If at any time you need further assistance, please phone PayPal on the numbers below

PayPal Contact Numbers:
UK 08003687147 ROI 1890943771 EMAIL business-support@paypal.co.uk